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ABSTRACT

The North Carolina Department of Community Colleges (NCDCC) prepared this reference manual as a resource guide for planning and implementing continuing education (CE) courses. The manual includes essential information on courses, rules, resources, and procedures that are appropriate to course implementation and operation of a continuing education program. The major sections of the manual provide: (1) an overview of the North Carolina community college system, including information on its purpose, history, governance, curriculum, and CE programs; (2) an overview of NCDCC's organization and staff responsibilities; (3) general information regarding the state's CE services, processes, program management, course approval, tuition exemptions, fee waivers, instructor certification, student registration information system, service area assignments and agreements, class record information system, literacy/basic skills information system, contract training, and internal program audits; (4) guidelines regarding occupational programs, including licensure/certification courses, instruction on military bases, work experience policy, fire rescue training, emergency medical services, and criminal justice/law enforcement; (5) materials on basic skills programs, including adult basic education, high school equivalency programs, compensatory education, and English as a Second Language; (6) information on specially funded programs, such as community service and visiting artist programs, human resources development, and various employment training programs; and (7) material on business and industry programs, including apprenticeships, focused industrial training, new and expanding industry, and small business centers. The final sections and appendixes provide relevant forms and memos; licensure and certification course data sheets; a curriculum and course materials list; NCDCC organizational charts and staff list; directories of community colleges, senior CE administrators, and the State Board of Community Colleges; a CE internal audit plan/compliance review checklist; and the master CE course list. (MAB)

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CONTINUING EDUCATION
resource manual

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NORTH
CAROLINA
COMMUNITY
COLLEGE SYSTEM

Program Development Services
N.C. Department of Community Colleges

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CONTINUING EDUCATION RESOURCE MANUAL

PROGRAM SERVICES
N. C. DEPARTMENT OF COMMUNITY COLLEGES

CONTINUING EDUCATION RESOURCE MANUAL

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INTRODUCTION

The Program Services Division has prepared this reference manual as a resource guide for persons planning and implementing continuing education courses. The manual includes essential information on courses, rules, and procedures and resources that are appropriate to course implementation and operating a continuing education program.

The materials in this guide are extracted from various sources, including A Matter of Facts: The North Carolina Community College System Fact Book and other departmental publications. Program Services would like to recognize all DCC staff and others who contributed to this manual and thank them for their participation.

The manual is designed with reference information in loose-leaf form so additional information and updates can be included.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION INSTITUTIONS

It is the policy of the community college system not to discriminate on the basis of race, sex, age, national origin, religion, or handicap with regard to its students, employees, or applicants for admission or employment.

ACKNOWLEDGMENTS

The development of this manual was made possible by a select committee of senior continuing education administrators and by the directors in Program Services at the Department of Community Colleges. Special thanks is extended to the following for taking their valuable time to revise the drafts of this document and for their valuable input in the contents and organization.

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Roger G. Worthington, Interim Vice President of Program Services
North Carolina Department of Community Colleges

THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM: OVERVIEW*

OUR PURPOSE

Support of economic growth and prosperity through education was the underlying concept in the development of the community college system. All of the institutions in the North Carolina Community College System offer vocational/technical training and basic education to prepare adults for the job market. In addition thirty-nine institutions offer the first two years of a baccalaureate program.

The mission of the system has been defined in the North Carolina General Statutes (115D):

> the establishment, organization, and administration of a system of educational institutions throughout the state offering courses of instruction in one or more of the general areas of two-year college parallel, technical, vocational, and adult education programs ...

The law further states that:

> The major purpose of each and every institution operating under the provisions of this Chapter shall be and shall continue to be the offering of vocational and technical education and training, and of basic, high school level, academic education needed in order to profit from vocational and technical education, for students who are high school graduates or who are beyond the compulsory age limit of the public school system and who have left the public schools.

The statutory mission statement serves to keep the system focused on vocational and technical education. It also specifically mandates provision of basic academic education for adults through the high school level. These programs -- vocational and technical education, and basic academic education for adults -- have priority status because of their specific place in the statutory mission statement.

The mission directs the system to serve adults who have left the public schools and are beyond compulsory school age. This definition provides the background for development of policies governing the institutions' relationship to the public schools.

It is the statutory mission statement from which the "working mission statement" derives. It is the working mission statement which focuses the community college system's resources by responding to contemporary societal issues. The working mission dynamically mobilizes our abilities to concentrate on current concerns.

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*Portions of this material were taken from the North Carolina Community College System Factbook published January 1990.

HISTORY

In the years following World War II, North Carolina began a rapid shift from an agricultural to an industrial economy. With that change came an awareness that a different kind of education was needed in the state. People who did not desire a four-year baccalaureate education nevertheless had the need for more than a high school diploma.

In 1950, the State Superintendent of Public Instruction authorized a study of the need for a system of tax-supported community colleges. The resulting report, by Dr. Allan S. Hurlburt, was published in 1952. It proposed a plan for development of state supported community colleges. In 1957, the General Assembly adopted the first Community College Act and provided funding for community colleges.

The same (1957) General Assembly also provided funding to initiate a statewide system of Industrial Education Centers. These centers were to train adults and selected high school students in skills needed by industry. By 1961, there were five public junior colleges emphasizing arts and sciences, and seven industrial education centers focusing on technical and vocational education.

The need to coordinate these two post-high school education systems led Governor Terry Sanford to appoint the Governor's Commission on Education Beyond the High School (Irving Carlyle, chair). In 1962, this commission recommended that the two types of institutions be brought into one administrative organization under the State Board of Education and local boards of trustees. The resulting unified community college system would provide comprehensive post-high school education.

In May 1963, the General Assembly, in line with the Carlyle Commission report, enacted into law G.S. 115A (later changed to 115D), which provided for the establishment of a Department of Community Colleges under the State Board of Education and for the administration of institutions in the Community College System. There were then 20 industrial education centers, six community colleges (three of which became four year schools in 1963), and five extension units.

By 1966, there were 43 institutions with 28,250 full time equivalent (FTE) enrollments. In 1969, there were 54 institutions with 59,329 FTE. Enrollments reached a peak in 1985 when the 58 institutions accounted for 130,346 FTE or 653,822 students by unduplicated headcount. The system had grown very rapidly, exceeding ten percent annually nearly every year until the late 1970s. In 1974-75, growth reached the 33 percent mark. The system continues to grow in enrollments nearly every year, but by much more modest margins. The number of institutions has not increased since Brunswick Community College became the 58th in 1978, with enrollments in 1989 at approximately 660,000 students by unduplicated head count.

The original legislation placed the community college system under the purview of the State Board of Education, and created a State Department of Community Colleges. In the early years of the system, the State Board of Education Chair was Dallas Herring; David Bruton succeeded him in 1977.

In 1979, the General Assembly changed the state control of the system. Provision was made for a separate State Board of Community Colleges. The Board was appointed and organized in 1980, and met several times with the State Board of Education. The new Board assumed full responsibility for the system on January 1, 1981. The Board's first chairperson was Duke Power Company Executive Carl Horn. He was succeeded in 1983 by John A. Forlines, president of the Bank of Granite. In 1989, William F. Simpson, owner of the Sanitary Cafe of Reidsville, N.C., became the new chairperson.

In November of 1987, the State Board established the Commission on the Future of the North Carolina Community College System. The 23-member, blue-ribbon panel of business, civic and education leaders was charged with establishing a systemwide agenda for policy and action over the next 25 years. The resulting Commission on the Future report, released in 1989, outlined 33 recommendations for action and change. All 33 recommendations have been adopted by the State Board and the General Assembly, and a strategic implementation plan, the Educational Blueprint, has been developed.

The Department of Community Colleges has had four presidents: I.E. Ready

(1963-1970), Ben E. Fountain, Jr. (1971-1978), Larry J. Blake (1979-1982), and Robert W. Scott (1983-present). Charles R. Holloman served in an acting capacity from September, 1978 to July, 1979. The Department of Community Colleges became fully separate from the Department of Public Instruction in all matters, including fiscal affairs, when the new State Board assumed its full powers in January, 1981.

GOVERNANCE

The State of North Carolina has assigned the 58 public community colleges in North Carolina to the State Board of Community Colleges. The board has full authority to adopt all policies, regulations and standards it may deem necessary for operation of the system. The Department of Community Colleges serves as an administrative arm of the State Board.

The State Board is responsible solely for the state's community college system and is not under the domain of any other board or commission. Members of the State Board are selected by the governor and the general assembly. The board's membership should reflect the state's population in terms of race, age, sex, ethnic origin, economic and social background and the geographical distribution of the state. Members represent business, industry, education and government.

The board consists of 20 members. The lieutenant governor and the state treasurer are ex officio members. The governor appoints 10 members, four from the state at large and one from each of the six trustee regions. Four are designated by the senate and four more by the house. Terms are staggered and expire every other odd-numbered year. No person may be appointed or elected to more than two consecutive terms of six years.

The board meets at least ten times per year to evaluate the recommendations of the Department of Community Colleges, to set policy for the system and to oversee its operation. Members elect a board chair to serve as the board's leader, spokesperson and presiding officer. The chair is responsible for projecting the public image of the board and providing positive leadership.

The Department of Community Colleges, headed by the system president, provides state-level administration and leadership of the community college system under the direction of the State Board of Community Colleges.

The State Board and the Department have three major functions: (1) equitable distribution of funds and fiscal accountability; (2) establishing and maintaining state priorities; and (3) educational program approval and accountability. Through the exercise of its authority in these areas, the Board can recommit the system to existing policies or alter the direction of the system through changes in policy.

As part of its administrative function, the department provides support services for the various program offerings such as nursing, agriculture and business. Departmental staff assist college staffs by helping to develop and implement curriculums and other programs, and by providing technical assistance in a range of areas. The Department provides other services for the system that would be difficult for an individual institution to initiate, such as statewide data collection.

At the local level, each of the colleges operates under a board of trustees. Each board is composed of twelve citizens from the service area in which the college is located. The president or chairman of the executive board of the student body serves as an ex officio member. Local board members are appointed for staggered 4-year terms. Four members each are elected by the local school board and the board of commissioners of the county in which the institution is located. Four members are appointed by the governor.

The board of trustees sets local policy. The local board selects, and the State Board must approve selection of each college's president. The president operates the college within state policies and policies adopted by the local trustees. Administrative decisions, such as employment of faculty members, are made by the president. All personnel employed at the colleges are employees of the college and not of the North Carolina Department of Community Colleges.

Governance Task Force

The delineation of governance roles was identified by the Commission on the Future as a major obstacle facing the community college system. The lack of a clear understanding of these roles within the system has contributed to many problems.

The Commission recommended that the State Board appoint a representative task force to work out an improved system of governance, and to clarify roles and responsibilities of the major actors within the system.

The Task Force presented their report to the State Board on November 9, 1989. A summary of the six recommendations contained within the report includes:

1. Changes in policy and procedures should be implemented to carry out the roles and responsibilities of the respective elements of the governance structure.
2. The SBCC should exercise its legal authority and remove the perception of a massive delegation of authority to the DCC. This measure entailed the adoption of a committee structure within the SBCC.
3. The Governance Task Force should reconvene to develop recommendations on the issue of personnel policies at the colleges.
4. The SBCC Chair should convene meetings with local board chairs.
5. Personnel in the colleges should be encouraged to apply for positions available at DCC and conversely DCC employees at the colleges.
6. The Governance Task Force should reconvene to address issues surrounding appointments to local boards of trustees.

These recommendations and the full report are still undergoing review and have not been fully adopted by the State Board.

CURRICULUM PROGRAMS

The North Carolina Community College System offers a comprehensive range of educational programs to meet the needs of local communities for higher academic education, employment skills, basic educational skills, job retraining, personal growth and development, and community and economic development. These programs are organized under several broad categories.

Curriculum programs offer credit courses leading to certificates, diplomas, or degrees. These may be technical, vocational or academic. The majority of the nearly 1700 programs are technical, with particular emphasis on Associate in Applied Science degrees in business and office skills, nursing and allied health, engineering technologies, transportation technologies, and technical industrial occupations. There are also a significant number of vocational trade and industry programs leading to certificates or diplomas in such areas as construction trades, machine and metalworking occupations, industrial maintenance occupations, agriculture, etc. College transfer and general education programs provide academic courses parallel to the first two years of a baccalaureate degree; one or the other is offered at most of the colleges in the system.

Each of the colleges also offers instruction in basic academic skills and instructional support. Programs include Adult Basic Education (K-8 basic academic skills), Adult High School and GED programs (9-12 academic preparation), developmental studies courses to prepare students to master collegiate level coursework, individualized learning laboratories and other programs.

A third broad category of programs is continuing education. These non-credit courses may be occupational, academic, or avocational in nature. Some are offered as a categorically funded community service. Others are designed to upgrade occupational skills and are funded through enrollment driven formulas.

Because of the unique character of community colleges, student services programs play an especially important role in the life of the colleges. Students receive academic, personal and career counseling services, special assessment and placement assistance, help in transition to work and job development, and a variety of other services which are essential to the success of the instructional programs.

Finally, there is a broad effort in specialized programming, often targeting the economic development of the community. The New and Expanding Industry Program, the Focused Industrial Training Program, and the Small Business Assistance Network all provide direct consulting and custom training to business and industry to promote their success. The Human Resources Development and Job Training Partnership Act Programs provide services and training specifically targeted to the unemployed and disadvantaged. And a variety of other programs connect the colleges uniquely to the needs and aspirations of their communities.

Technical Programs

Technical programs are typically two-year programs which prepare individuals for jobs in para-professional fields such as mechanical engineering technology, business administrations, or dental hygiene.

Associate in Applied Science degrees are awarded at completion of technical programs. Some programs offer graduates the opportunity to transfer for an advanced degree to a particular program within a four-year college or university. For example, graduates of the two-year program in electronics engineering technology who meet other admission requirements may enter selected university programs in order to receive a Bachelor of Engineering Technology degree.

Vocational Programs

Vocational programs train individuals for entrance into skilled occupations in jobs such as machinist, welder, computer operator or child care worker. The length of training time can vary from one quarter to two years. Graduates are awarded certificates or diplomas depending upon the nature and length of the program completed.

College Transfer

The institutions in the system that are designated as community colleges offer an opportunity for students to get a head start on a four-year degree. Students may earn up to two years of college credit towards a bachelor's degree and then transfer the credits earned to a four-year college or university. Individual community colleges within the system have transfer arrangements established with certain four-year colleges and universities. However, students who wish to transfer must also meet admission requirements established by the four-year college. Graduates of the college transfer program receive an associate degree in arts, sciences, or fine arts.

General Education Program

The general education program consists of basic academic courses such as English, science, and mathematics that lead to an Associate in General Education. These courses are designed principally for students who desire two years of general education beyond the high school level. This program is not principally designed for college transfer.

Continuing Education Programs

The majority of adults who come to a community college or technical institute enroll in a continuing education course.

A continuing education course is a short course that is complete within itself and is designed to meet specific needs. Continuing education courses cover a diverse range of topics including courses as diverse as home maintenance and repair or caring for the developmentally disabled. They vary in length. Five basic categories of continuing education have been identified for accounting and enrollment purposes.

1. Occupational Programs
2. Basic Skills Programs
3. Specially Funded Programs
4. Business and Industry Services
5. Self-Supporting Courses

Occupational Programs

One of the major missions of the community college system is to provide opportunities for the citizens to prepare for new occupational opportunities or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses specifically designed for an occupation.

These courses are designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

Basic Skills Programs

The community college system offers remedial opportunities to thousands of North Carolinians every year who for one reason or another lack the basic skills that would enable them to compete in today's economy.

The Adult Basic Education program (ABE) provides education up to eighth grade level. Funds for ABE are partially supplied by the Federal Adult Education Act.

The Adult High School Diploma program and the General Educational Development programs are available to students who do not have a high school education. Students who successfully complete the General Educational Development program can earn a high school equivalency certificate. Students completing the coursework outlined in the Adult High School Diploma program receive a diploma.

English as a Second Language provides instruction to meet the varied needs of immigrants and refugees. Attention is given to both the cultural and linguistic needs of the students as instructors focus upon the formation of communication skills and upon the student's ability to function in the American adult community. The program widely coordinates its activities with other agencies, programs, and employers.

Compensatory Education is a program whose focus is on the skills needed by mentally handicapped adults to function as independently as possible. The program assumes an end result of productivity, employment, independence and self-sufficiency for its clientele.

Specially Funded Programs

Community Service/Visiting Artist Program

The Community Service Program is designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic and intellectual growth and to assist adults in the development of new skills or the upgrading of existing ones in their avocational, academic, and practical skills areas. The Visiting Artist Program is a cooperative program between the State Board of Community Colleges and the North Carolina Arts Council. The program sponsors individuals to work as artists in residence at community colleges. Artists do not teach regular classes but, as community arts resources, they present workshops, lectures, demonstrations, exhibitions, in-school activities, readings, concerts, and other productions.

Human Resources Development (HRD)

For those adults whose lack of skills has resulted in chronic unemployment, the Human Resources Development program provides a solution. The program provides unemployed or underemployed adults with basic and/or high school coursework, structured pre-vocational training, counseling and assistance into permanent employment or further educational training.

Job Training Partnership Act (JTPA)

Federal training programs operated under the provisions of the Job Training Partnership Act are charged with training the disadvantaged, including youth and workers who have lost their jobs due to displacement. The programs primarily administered by groups of private sector business people, educators and others who have been selected to serve on local Private Industry Councils. The Private Industry Council members have been encouraged to utilize community college institutions to provide training for JTPA clients. Easy access, experience in training the under-prepared and established linkages with the business community are features that enhance the attractiveness of the institutions as facilitators of JTPA training programs.

State Legalization Impact Assistance Grants (SLIAG)

State Legalization Impact Assistance Grants are federally funded programs designed to assist eligible legalized aliens in becoming permanent U. S. citizens by meeting their educational requirements. These grants are authorized by the Immigration Reform and Control Act of 1986, and the funds are appropriated to provide educational services to aliens granted legal resident status under the Immigration and Nationality Act. There is a five-year eligibility for legalized aliens from the date on which they were granted the lawful temporary status of resident.

BUSINESS AND INDUSTRY SERVICES

The primary purpose of the Business and Industry Services section is to administer several categorically-funded programs which directly address the training needs of business and industry. These programs are:

- Apprenticeship
- Focused Industrial Training
- New and Expanding Industrial Training
- Small Business Centers

Twenty-nine community colleges, selected primarily on the basis of the numbers of manufacturing companies and manufacturing employees within their service areas, receive an annual grant from the Department of Community Colleges to operate a Focused Industrial Training Center. These supplemental resources allow the colleges to discover and address critical retraining needs in the state's traditional manufacturing industries. Colleges that are not designated FIT centers may apply for funding for particular projects from a balance-of-state fund administered by this office. To the extent that FIT funds are not subject to the constraints typical of regular FTE-generated funds, FIT enlarges a college's capacity to offer retraining to small numbers of employees in skills critical to a particular company.

Fifty community colleges receive an annual grant from the Department of Community Colleges for at least partial support of a Small Business Center. Each center, in cooperation with other recognized service providers with the local area (Chambers of Commerce, economic development agencies, the university-based Small Business Technology and Development Centers, etc.) furnish assistance particularly pertinent to the owners or potential owners of small - very small - businesses. In addition to offering courses, workshops, seminars and other training events, the centers maintain a comprehensive resource library and offer individual counseling and referral to other sources of help.

All the community colleges in North Carolina offer customized training to any new or expanding company creating 12 or more new jobs. Funds to support this program are furnished to the sponsoring college on a project basis as needed from a reserve fund appropriated by the General Assembly annually to the Department of Community Colleges. Four regional managers, attached to this office, consult with the colleges in the administration of this program. Customized training has been an important component of the states' economic development strategy for more than 30 years.

Because all of these programs and services are directly related to new and sustained economic growth, contact with state, regional, and local agencies associated with economic development is an important responsibility of this unit.

Business and Industry Services

Apprenticeship

The Apprenticeship Program is recognized as one of the leading methods for acquiring skills and knowledge necessary to become a craftsperson. Labor, business, industry and community colleges work together to provide two- to four-year apprenticeship programs consisting of on-the-job experience and related instruction. Colleges provide the related instruction for both registered and non-registered apprentices. The apprentice may attend evening or daytime classes or study through individualized instruction programs. Anyone interested in an apprenticeship program should consult his or her employer or the nearest community college.

Focused Industrial Training (FIT)

The FIT Program is designed to respond to the training needs of employers and employees in existing industries. Often training programs are developed in response to new technologies or demands in the work place and may cover such topics as industrial mechanics, industrial electronics and technology and industrial supervision. This training is of particular importance to industries that need specific training for a small group of employees.

New and Expanding Industries Program

The Business and Industry Services Section within the N. C. Department of Community Colleges provides training services to prospective employees of a new or expanding industry.

The Business and Industry Services Section and the local community college serving the area in which the industry is located, work with the employer to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the training program.

Small Business Centers

The Small Business Centers work with others to provide small businesses with professional information. This information includes advice, education and training, counseling and referral. Classes on managing a small business are also available.

Self-Supporting Courses

Self-supporting courses are courses which the college may provide at the request of the community but for which the college receives no budgetary credit. Funds appropriated as operating expenses for allocation to the colleges shall not be used to support these courses. Financing of these courses by any college shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students for use in budget-funding formulas at the State level. Recreation programs are self-supporting courses.

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ROLE STATEMENTS
ADMINISTRATION
Department of Community Colleges

PRESIDENT

The President serves as president of the North Carolina Community College System and chief administrative officer of the Department of Community Colleges, directly supervising the Executive Vice President and the Assistants for Board Affairs, Commission on the Future, Federal Governmental Affairs, State Governmental Affairs, and Legal Affairs. He is responsible for providing leadership to and overall management of the Department; providing information and guidance regarding policy, procedures, legislation, etc., to the State Board of Community Colleges; promoting the system of 58 colleges and the philosophy of the State Board of Community Colleges through the news media, speeches to various civic and professional organizations, etc.; and working with the 58 presidents, State agency department heads, and other in-state and out-of-state educational leaders.

EXECUTIVE VICE PRESIDENT

The Executive Vice President is responsible for the administrative management of the Department of Community Colleges; serves as liaison with the presidents of the 58 community colleges to provide consultation and assistance in the areas of educational planning, financial planning, facility planning, research, and problem solving; provides direct supervision to three Vice Presidents; an Associate Executive Vice President; an Associate Vice President for Planning and Research; and the Directors of Personnel Services, Program (FTE) Audits, Public Affairs, and Minority Affairs. In addition, this individual serves as liaison with in-state and out-of-state personnel of educational systems and serves on various councils and committees dealing with educational issues.

ASSOCIATE EXECUTIVE VICE PRESIDENT

The Associate Executive Vice President serves as the Department's liaison with North Carolina's Proprietary Schools, Southern Association of Colleges and Schools, and the Department of Corrections; coordinates resource development activities; and provides support to the Executive Vice President and President by handling special projects and assignments.

ASSISTANT TO THE PRESIDENT FOR BOARD AFFAIRS

The Assistant for Board Affairs serves as liaison with members of the State Board of Community Colleges and the North Carolina Association of Community College Trustees and is responsible for agenda preparation, organization, and minutes for State Board meetings; the writing, printing, and updating of the Trustee and State Board handbooks; and consultant services to local boards of trustees.

SPECIAL ASSISTANT TO THE PRESIDENT/COMMISSION LIAISON

The Special Assistant is responsible for coordinating the implementation of the Commission on the Future report. Working at the direction of the President, the Special Assistant works daily with the Executive Vice President and the three Vice Presidents on particular recommendations. In addition, the Special Assistant maintains contact with Commission members, with the State Board, with task forces established by the State Board, with outside consultants, with local Boards of Trustees and the Presidents, and with professional associations affiliated with the System. The Special Assistant also conducts policy research for the President and assists in the coordination of the President's schedule.

ASSISTANT TO THE PRESIDENT FOR FEDERAL GOVERNMENTAL AFFAIRS

The Assistant for Federal Governmental Affairs serves as a liaison with the North Carolina delegation of the United States Congress; U.S. House and Senate committees and staff; North Carolina's Washington Office; federal agencies; and national associations and councils; i.e., the American Association of Community and Junior Colleges, National Association of Community College Trustees, and National Council of State Directors of Community and Junior Colleges. This individual assists in the N.C. General Assembly by attending committee meetings, monitoring legislation, providing information to legislators, and publishing a weekly Legislative Report when the General Assembly is in session and a Summary Legislative Report after adjournment. This Assistant also represents the System President on legislative task forces and study commissions and attends relevant committee and study commission meetings between sessions of the General Assembly.

ASSISTANT TO THE PRESIDENT FOR STATE GOVERNMENTAL AFFAIRS

The Assistant for State Governmental Affairs serves as the designated liaison to the North Carolina General Assembly for the Department of Community Colleges and the State Board of Community Colleges. This individual communicates with the System President to keep him informed of special assignments and confidential and/or sensitive administrative and political matters. The Assistant anticipates and plans for legislative committee and floor actions; attends appropriate legislative committee, study commission, and task force meetings; monitors legislation; and provides information to legislators. In addition to attending appropriate and various departmental meetings, this individual works with groups in the North Carolina Community College System, such as the Legislative Committee of the N.C. Association of Community College Presidents, the Executive Committee of the N.C. Association of Community College Trustees, North Carolinians for Community Colleges, etc.

ASSISTANT TO THE PRESIDENT FOR LEGAL AFFAIRS

The Assistant for Legal Services is responsible for providing research, interpretations, clarifications and opinions with respect to the General Statutes of North Carolina, federal laws and regulations and rules of the State Board of Community Colleges for the State Board of Community Colleges; staff of the Department of Community Colleges; and, upon

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request, senior staff of the 58 colleges of the system and trustees; ensuring that the rule-making process is conducted in accordance with Chapter 150B of the General Statutes of North Carolina, the regulations of the Office of Administrative Hearings, and the Administrative Rules Review Commission. This individual is also responsible for drafting rules, proposed bills, and other legal documents and reviewing bills under consideration by the General Assembly to determine their effect on the System.

DIRECTOR OF MINORITY AFFAIRS

The Director of Minority Affairs provides leadership, technical assistance, and oversight to improve the cultural diversity of faculty and staff throughout the Community College System inclusive of the Department of Community Colleges and the 58 System colleges. This individual serves as the key policy advisor to the President of the Community College System on multi-cultural issues and is responsible for developing and recommending system polices and programs,; serving as chief DCC liaison with faculty, students, and staff; serving as the system advocate; and providing technical assistance to system colleges on multi-cultural issues.

PERSONNEL SERVICES SECTION

The Personnel Services Section is responsible for all human resource management functions in the Department. These functions include Statutory Provisions (G.S. 115D and G.S. 126); program development administration and evaluation; policy development, interpretation and administration; equal employment opportunity and affirmative action; recruitment and selection; appointment and separation; salary administration; position management; employee relations; employee and management development; and Records. The section also provides assistance to the 58 colleges comprising the North Carolina Community College System based upon request and availability of staff.

PLANNING AND RESEARCH SECTION

Planning and Research staff coordinate the development and continuation of a strategic planning process for the State Board of Community Colleges and the Community College System; assist the colleges in their planning processes and review their plans; develop and report on the critical success factors; and conduct research to support policy development, management and program improvement at the Department and throughout the System.

PROGRAM (FTE) AUDIT SECTION

The Program Audit Section's primary responsibility is to assist in the equitable distribution of State dollars to colleges in the System by documenting the accuracy of the Institution Class Reports (ICR) which the colleges submit for each class offered. These reports, which essentially determine the amount of State dollars each college receives the next fiscal year, have to be reviewed both quantitatively and qualitatively. To determine the accuracy of the ICR reports, the Education Program Auditors conduct annual site audits at each of the 58 colleges and develop audit reports accordingly. If the auditors determine that the institutional reports are not consistent with the State law or departmental policy, the auditors include this information in the audit report and request the college to either reimburse the State accordingly or to submit corrected reports.

PUBLIC AFFAIRS SECTION

Staff members within the Public Affairs Section are responsible for providing professional public relations to the administrative staff of the Department and to the colleges of the System. This involves liaison with news media and production of news releases, background and media contact and response, preparation of speeches and other research for the System President, State Board members and legislators. In addition, the Public Affairs staff is responsible for initiating and directing the statewide marketing effort in conjunction with the 58 colleges of the system. The Director provides marketing support to the Department and local colleges when marketing and promotion is required to meet the objectives of the System.

DEPARTMENT OF COMMUNITY COLLEGES

Finance and Administrative Support
Role Statement

The Division of Finance and Administrative Support for the Department of Community Colleges provides effective leadership and services in fiscal and other supportive functions to the community college system of North Carolina by interpretation of rules and regulations of the State Board of Community Colleges and the Department of Community Colleges consistent with the goals, mission, and objectives of the system.

This division works toward (1) attainment of the necessary funding, equitable distribution, and determination of effective and appropriate expenditure of funds, (2) providing the necessary, reliable, and comprehensive information needed for the management of the community college system at both the department and college level, and (3) providing state-level leadership and direction to the 58 colleges in the area of library services, as well as being responsible for providing leadership in developing and interpreting state-level policies and serving in advocacy roles for library services.

Auditing and Accounting

1. Audits, allots, and certifies state monies and provides accounting procedures assistance to system colleges.
2. Audits institutional program offerings to determine consistency with community college system policies.
3. Prepares and manages departmental budget.
4. Provides for all state-level accounting functions involving state funds including: encumbering, invoicing, and reimbursing expenses.

Departmental Services

1. Provides a full range of internal support services for the department including: duplicating, purchasing, equipment inventory, mail, graphic arts and publications.
2. Coordinates the Distant Learning Program and produces statewide teleconferences.

Facility and Property Services

1. Serves as the central information center and as liaison between colleges, the State Board of Community Colleges, other state agencies and the public in matters relating to acquisition of real property and in the construction and renovation of facilities.
2. Maintains a central equipment inventory system and coordinates the transfer and disposal of equipment.

3. Manages a property donation program which includes the solicitation of property and equipment from industry and the operation of a central distribution warehouse.

4. Coordinates insurance activities for the department and colleges.

Information Services

1. Design, develop, and implement college information processing systems (IIPS) and DCC information systems (IBM) and to train/provide technical support to college personnel on the use of those systems.

2. Design, develop, and implement state-level data processing systems to receive, process, report on and manage college data on students, FTE, staff, finance, equipment, and facilities.

3. Operate a fully functional in-house computing facility to support IIPS software development, information processing, and office automation and to train and provide technical support to DCC personnel on its use.

4. Develop and implement a DCC based Information Resource Center for the purpose of providing consultant and technical services to DCC and college personnel on the application of computer technology to information analysis and to serve as a repository for information.

5. Implement a fully functional computer network that links together all colleges, DCC, and other systems for the purpose of electronic information interchange.

Institutional Services

1. Acquisitions - Selects vendors, orders and processes books for community colleges. This component works closely with college personnel on acquisition procedures.

2. Cataloging - Provides customized cataloging and processing of books for community colleges. Cataloging of materials is done through on-line shared cataloging system which is part of the Online Computer Library Center (OCLC).

3. Library Technical Assistance - Provides assistance to personnel at community colleges responsible for coordinating library services. Assistance includes, but not limited to, marketing strategies, professional development, interpretation of SACS criteria, grant writing, automation, planning, construction, etc.

DEPARTMENT OF COMMUNITY COLLEGES

Programs Division

Role Statement

The Programs Division provides state-level leadership, coordination and technical assistance in the planning and development of quality curriculum and extension education in the areas of vocational and technical programs, basic skills education including adult basic education, adult high school and general education development training, employment readiness training including Human Resources Development (HRD), State Legalization Impact Assistance Grants (SLIAG), and Federal Vocation Education (Voc.Ed.), and Job Training Partnership Act (JTPA) programming, college transfer education, industry training services including new industry, existing industry and small business assistance, fire protection, criminal justice training and visiting artists programs.

Specific roles include:

1. To assist institutions in developing state-of-the-art curriculum and instructional program designs and materials;

2. To assist in the upgrading and development of technical skills among faculty;

3. To develop and adopt curriculum and instructional program standards to ensure the quality of curriculum, instructional programs and extension courses;

4. To evaluate program applications to assure program quality and appropriate planning and to assure compliance with applicable rules, regulations and laws;

5. To provide coordination among the institutions and other state agencies, federal agencies, and educational systems in the area of programs, including program development and delivery;

6. To provide advisory, consultative, and coordinating services upon request to system institutions;

7. To provide a full complement of training services to business and industry through system institutions;

8. To provide resources and regulatory and advisory services to the system's institutions under the JTPA, the Voc. Ed., the SLIAG, and the HRD;

9. To provide direction and assistance to programs in the local institutions which provide continuing educational opportunities to adults; and

10. To assist institutions in developing quality visiting artists programs.

A. Program Development Services

To provide direction, consultation, coordination, and assistance to institutions in the community college system in the planning, development, and maintenance of vocational and technical programs and occupational continuing education.

To provide assistance to institutions in the community college system in the areas of curriculum development, program approval, development of appropriate criteria and standards, competencies, and dissemination of curriculum material and information.

B. Employment Readiness Services

To administer and assist the colleges in the system in the operation and delivery of selected categorical programs and services directed toward the training and re-training of the state's workforce.

1. JTPA Program Services

   To provide direction, consultation, coordination, and assistance to all institutions in the community college system in the planning, development, and maintenance of JTPA programs to provide financial assistance to select community colleges for support of specialized JTPA training programs.

   To coordinate JTPA training programs with local Private Industry Councils, the State Job Training Council, the Employment Security Commission, the Division of Employment and Training, and other state agencies. To monitor program activities, including cost analyses, program design, training facilities, and equipment utilization.

2. Human Resources Development Program (HRD) and State Legalization Impact Assistance Grants (SLIAG) Program Services

   To provide direction, consultation, coordination, and assistance to participating institutions in the community college system in the planning, development, and maintenance of HRD and SLIAG programs.

   To provide assistance to participating institutions in the areas of curriculum development, development of appropriate competencies, and dissemination of curriculum material and information.

   To coordinate HRD and SLIAG training programs and activities with appropriate federal, state and local agencies and organizations.

   To monitor program activities, including expenditure of funds, student eligibility, training activities, and student data systems.

3. Federal Vocational Education Services

   To provide direction, consultation, coordination, and assistance to all institutions in the community college system in the planning, development, and maintenance of vocational education programs under the federal Carl D. Perkins Vocational and Applied Technology

Education Act and to provide financial assistance to select colleges in specialized federal vocational programs.

- Provide statewide leadership and administration for the Federal Vocational Education programs. The primary focus of these programs is to make quality vocational education programs accessible to special populations.
- Provide local and statewide planning support and accountability for the multi-million dollar Federal Vocational Education program.
- Monitor the activities associated with the Federal Vocational Education program through the FTE audit process, MIS records and fiscal accountability.
- Provide leadership in the development of child care assistance programs as an aid to reduce the barriers to enrollment in the Community College system by single parents.
- Provide state level leadership and direction in programs to expand nontraditional training opportunities for men and women.
- Provide state level monitoring for Office of Civil Rights (OCR) compliance.

C. Business and Industry Services

To administer and assist the colleges in the operation and delivery of selected categorical programs and services directed toward particular needs of business and industry.

1. Customized Job Skills for New or Expanding Companies

   - Encourages all personnel and programs within the system to respond realistically and constructively to the challenges created by a changing and expanding economy.
   - Provides direct assistance to the institutions in the development and operation of job training programs for the production and supervisory employees of new or expanding manufacturing and service companies.
   - Establishes linkages and maintains liaison with the Division of Economic Development, State Department of Economic and Community Development, and other public and private agencies, primarily engaged in industrial development activities.
   - Represents the community college system in regional and state promotional efforts to attract new industries and to stimulate expansion of existing industries.

2. Focused Industrial Training (FIT)

For the upgrading and retraining of skilled employees in existing industries, the grant-funded FIT program is designed to:

- Provide for the assessment of training needs and to develop customized programs to meet the needs of existing manufacturing industries and to provide training for industries that cannot be provided by other existing occupational programs. The training should result from a needs assessment and cooperative planning between institution and industry.
- Provide customized, small enrollment classes for skilled and semi-skilled workers who need additional training in critical technical skills knowledge.
- Emphasize training for skilled occupations such as maintenance mechanics, machinists, tool and die makers, electrical/electronics technicians, quality assurance technicians, first-line supervisors and other jobs critical to economy in technological transition.

3. Small Business Assistance

For managerial and technical assistance to small businesses, the grant-funded Small Business Centers are designed to:

- Advise and consult with potential small business owners.
- Provide a resource library, a counseling/referral service, and education and training programs to help small business people improve the operations of their businesses.

D. Office of Special Programs

To provide direction, consultation, and assistance to the community college system in the planning, development and maintenance of educational and training programs in law enforcement, criminal justice, protective services, and fire protection areas.

To provide assistance to the community college system in the areas of curriculum development, program approval, development of appropriate criteria and standards, competencies and dissemination of curriculum materials and information in the areas of law enforcement, criminal justice, protective services and fire protection.

To coordinate and assist the community college system in providing mandated law enforcement and criminal justice training courses as required by the North Carolina Sheriffs' Education and Training Standards Commission.

Administers and regulates the Fire Instructor Training Program and monitors institution and instructor compliance.

To coordinate and assist the community college system in providing certification with the N. C. Fire and Rescue Commission.

To provide leadership, coordination, consultation, and assistance to the institutions in the community college system in providing community services and immured group programs including course approvals, accountability, and plan development.

E. Basic Skills Services

To provide direction, consultation, coordination, and assistance to institutions in the community college system in the planning, development, and maintenance of basic skills programs:

1. Adult Basic Education (ABE)

This program addresses the educational needs of North Carolina adults who are 16 years of age and older and of school, who have less than an eighth grade education. The major objective of this program is to increase literacy by providing classes in reading, writing, speaking, and computation.

2. Adult High School Program

The Adult High School Program consists of two components: the General Educational Development (GED) testing program and the Adult High School Diploma (AHSD) programs. Both provide for the completion of an academic high school education for all nongraduates who are at least 18 years of age and for individuals between 16 and 18 years of age and for individuals between 16 and 18 years old with special needs. The GED testing program is operated jointly by the American Council on Education and the State Board of Community Colleges.

The Adult High School Diploma program operates through an agreement of affiliation between the local boards of trustees of the community college system institutions and the local boards of education (secondary education).

3. Compensatory Education for Mentally Retarded Adults

This component of continuing education focuses on the skills needed by mentally retarded adults to function as independently as possible in the adult world. It assumes an end result of productivity, employment, independence and self-sufficiency for its clientele.

4. English-as-a-Second Language

To provide instruction to help adults who have limited or no proficiency in the English language to achieve competence in the English language.

5. Visiting Artist Program

The Visiting Artist Program which is a cooperative program between the department and the North Carolina Arts Council provides nine to twelve month residencies for artists representing art forms including crafts, dance, film, folk arts, jazz, literature, classical music and visual arts.

DIVISION OF STUDENT DEVELOPMENT SERVICES

Role Statement

The Division of Student Development Services provides state-level leadership in enrollment management, student progress, student support, and student career planning/development. It provides technical assistance to the 58 colleges in creating learning environments to maximize the development of the whole individual (academic/technical instruction and the development of mind, body, and character).

This division also assumes responsibility for staff development of student development professionals, for satisfying community needs for information, and for securing necessary funding to meet the student development needs of the community college system.

In addition, the division:

1. Serves as a clearinghouse or networking service to allow for a more effective and efficient gathering and distribution of information to and within North Carolina's community college system.
2. Serves as an advocate for North Carolina's community colleges and as a contact and coordinating agency in working with state agencies, federal agencies, and other state-level government agencies.
3. Serves in a coordinating and facilitating role among various groups and organizations concerned with student development (alumni associations, student government associations, North Carolina Student Development Personnel Association, etc.).
4. Serves as a link between student development services and instructional services at the state level.[1]

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[1] Position Paper prepared by Deans' Division of the North Carolina Student Development Personnel Association, July 1989.

Continuing Education Services and Process

A continuing education course is a short course that is complete within itself and is designed to meet specific needs. Continuing education courses cover a diverse range of topics including courses as diverse as home maintenance and repair or caring for the developmentally disabled. They vary in length. Five basic categories of continuing education have been identified for accounting and enrollment purposes.

1. Occupational Programs
2. Basic Skills Programs
3. Specially Funded Programs
4. Business and Industry Services
5. Self-Supporting Courses

REFERENCES:
GS 115D-5(c), Administration of Institutions by State Board of Community Colleges
23 NCAC 2E.0403, Provision of Instruction to Immured Groups
Memo CC-81-97, Criteria for Courses of Instruction to be Offered to Immured Groups
Memo CC-81-145, Revised Forms for Approval of Courses of Instruction to be Offered to Immured Groups Beginning with Fall Quarter 1981
Memo CC-88-238, Revised Form DCC 9-33
Memo CC-91-202, Adult Driver Education (MIC 3410)

FORMS:
DCC 9-33 (July 1989), Request for Approval for Curriculum Programs/Courses and Extension Courses to be Offered to "Captive" or "Co-Opted" (Immured) Groups
DCC 9-33 (July 1988), Request for Approval for Curriculum Programs/Courses and Extension Courses to be Offered to Correctional System Inmates

Continuing Education Program Management
(Formally Accountability and Credibility Program)

The Community College System's image is based on the performance of its colleges, individually and collectively. Program integrity and public confidence are essential to excellence in a teaching and learning environment. The Internal Audit Plan is a State Board required component of Program Management.

One of the primary ways to maintain integrity and public confidence is through the utilization of a system of checks and balances designed to ensure proper use of public funds on appropriate educational objectives. Community college boards of trustees must adopt a policy which requires the development and implementation of an internal audit plan. Each college is required by the State Board to publish, maintain and utilize an internal audit procedure. Internal audit results must be reported to the college president quarterly. The president shall periodically report to the college board of trustees on their internal audit program. College plans must address the specific criteria contained in the referenced "Compliance Review Checklist" and the plans must be submitted to the Department of Community Colleges for compliance review. During compliance review, college internal audit plans are compared with State Board standards.

CONTACTS: Director of Special Programs, 919-733-7051, Ext. 460
Administrative Assistant, 919-733-7051, Ext. 459
Director of Program Development Services, 919-733-7051, Ext. 401

REFERENCES: Continuing Education Internal Audit Plan
Compliance Review Checklist
Memo CC-96-301, Continuing Education Audit Criteria

FORMS: None

Course Approval Process

A list of titles and codes for all approved continuing education courses is published by the Program Services Division entitled Master Course List - Continuing Education.

1. Continuing education courses that are a part of the approved list may be offered by any college as long as the course is reported with the correct title and code.

2. Courses that are not listed in the list of approved titles and codes must be approved by the State Board of Community Colleges prior to being offered. The college wishing to offer such a course must prepare form DCC 9-27 and send it to the Vice President of Program Services at the Department of Community Colleges for review and presentation to the State Board.

3. Continuing education courses that must be approved prior to offering include the following:

   - Courses offered to captive or co-opted groups and courses offered on a military base
   - Work experience or clinical instruction

4. All occupational courses that need approval should come to the Director of Program Development Services. All others should be referred to the Director of Special Programs.

CONTACTS:	Director, Special Programs	919-733-7051, Ext. 460
	or	
	Director, Program Development Services Occupational Courses	919-733-7051, Ext. 401

REFERENCES:
Master Courses List - Continuing Education
NCAC 2E.0101(2)(a)
DCC 9-27 (New course approval)
DCC 9-14 (Immured courses)
DCC 1-11A (Revised work experience and clinical)
DCC 9-33 (Courses offered to correctional system inmates)

TUITION EXEMPTIONS AND REGISTRATION FEE WAIVERS

The following information provides a comprehensive summary of tuition exemptions and registration fee waivers. North Carolina General Statute 115D-5(b) provides for these fee waivers and tuition exemptions.

It should be noted that the waiver of registration fees for occupational groups is applicable for extension courses only and applies only when the extension course enhances the performance of the individual on his/her job. (Curriculum Basic Law Enforcement Training classes are the lone exception under curriculum exemptions). Also, for additional information regarding registration fee and tuition waivers see the March, 1988 issue of the "Between the Lines" department newsletter.

EXTENSION EXEMPTIONS

A. Training for Department of Corrections Employees for job-related training courses taught by the Department of Community Colleges.

B. Waiver for Adult Basic Education (ABE) Students.

C. Waiver for Compensatory Education (CED) Students.

D. Waiver for Sheltered Workshops and Adult Development Activity Program (ADAP) Centers.

E. Fire Department, Police Department, Rescue and Lifesaving Personnel.

F. Elementary and Secondary School Teachers taking CPR and First-aid instructional programs.

G. Individuals Engaged in Civil Preparedness.

H. Senior Citizens (65 years or older and NC residents).

I. Prison Inmates.

J. Institutional Full-Time Staff Members (limit: one course per quarter).

K. Members of the North Carolina Militia.

CURRICULUM EXEMPTIONS

A. Senior Citizens (65 years or older and NC residents).

B. Prison Inmates.

C. Institutional Full-Time Staff Members (limit: one course per quarter).

D. Basic Law Enforcement Training Program (BLET).

E. High School Students Enrolled in Cooperative or Huskins Bill Classes.

Instructor Certification

Many occupational instructional areas now require the instructor to be certified with specific requirements to teach specific courses. Instructor certification requirements may be recommended or mandatory depending upon the regulatory agency.

Colleges offering courses under a regulatory body must make sure they know of the instructor certification or the training may not count as credit. Students completing courses that are regulated only receive credit if the instructor is certified to teach those courses.

For a list of courses that require certification and the agencies that regulate them see the Licensure/Certification Course Information at the back of this manual.

Extension (Continuing Education) Student Registration Information System

The student registration information system for extension (continuing education) programs is used to develop statistical data on continuing education students. These data form the basis for numerous enrollment reports for the colleges, DCC, and other agencies. For each student who enrolls in a continuing education class, a unit record of data is submitted to DCC. For the 53 colleges using the DCC-developed standard continuing education software package, the preparation of the quarterly registration report is an automated process.

Quarterly registration data are processed at DCC into whole state files. From these files, statistical enrollment reports for each college and totals for the system are generated. Quarterly files are used to produce annual summaries of enrollment. Annual files are used to produce annual statistical reports on enrollments and to generate trend analyses of enrollment over extended time periods. Copies of each college's reports are returned to the colleges for each quarter and for annual reports. Special reports are generated off the state file on request.

CONTACTS: Bill Bullard, Supervisor of Statistical Services, 733-7051
Donna Watkins, Data Processing Coordinator, 733-7051

REFERENCE: Memo CC-91-168 (This numbered memo has the reporting instructions attached that specify the requirements for this information system. These instructions are too long to be included in this document. Please refer to them for more details.)

SERVICE AREA ASSIGNMENTS*

PHILOSOPHY

Service areas were established to regulate the offering of courses by colleges in specific geographic areas in order to eliminate duplication of services by different colleges in the same area. The assignments do not regulate or establish attendance areas. Citizens may enroll in any course at any college they choose.

PURPOSE

The purpose of service area assignments is to assign specific geographic areas for all colleges, assigning the authority and responsibility for providing courses in a county other than the one in which the college is located. The assignments also include a coordination procedure, whereby a college may offer courses in another college's service area when there is mutual consent and written agreement approved by the State Board.

Institution	Service Area
	see Special Provisions (1-6)
Alamance CC	Alamance
Anson CC	Anson, Union (5)
Asheville-Buncombe CC	Buncombe, Madison
Beaufort County CC	Beaufort, Hyde, Tyrrell, Washington (6)
Bladen CC	Bladen
Blue Ridge CC	Henderson, Transylvania
Brunswick CC	Brunswick
Caldwell CC and TI	Watauga, Caldwell
Cape Fear CC	New Hanover, Pender
Carteret CC	Carteret
Catawba Valley CC	Alexander, Catawba (4)
Central Carolina CC	Chatham, Harnett, Lee
Central Piedmont CC	Mecklenburg
Cleveland CC	Cleveland

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*This material is extracted from the N. C. Community College System Factbook published January 1990.

Coastal Carolina CC	Onslow
College of the Albemarle	Camden, Chowan, Currituck, Dare, Gates, Perquimans, Pasquotank
Craven CC	Craven
Davidson CC	Davidson, Davie (3)
Durham CC	Durham, Orange
Edgecombe CC	Edgecombe
Fayetteville TCC	Cumberland
Forsyth TCC	Forsyth, Stokes
Gaston College	Gaston, Lincoln
Guilford TCC	Guilford
Halifax CC	Halifax, Warren (Townships of Fishing Creek, River, Roanoke, and Judkins), Northampton (Townships of Gaston, Occoneechee, Pleasant Hill, and Seaboard)
Haywood CC	Haywood
Isothermal CC	Polk, Rutherford
James Sprunt CC	Duplin
Johnston CC	Johnston
Lenoir CC	Greene, Lenoir, Jones
Martin CC	Martin, Bertie (Townships of Indian Woods, Merry Hill) (1,6)
Mayland CC	Mitchell, Avery, Yancey
McDowell CC	McDowell
Mitchell CC	Iredell (3,4)
Montgomery CC	Montgomery
Nash CC	Nash
Pamlico CC	Pamlico
Piedmont CC	Person, Caswell

Pitt CC	Pitt
Randolph CC	Randolph
Richmond CC	Richmond, Scotland
Roanoke-Chowan CC	Hertford, Bertie (Townships of Colerain, Mitchells, Roxobel, Snakebite, Whites, and Woodville). Northampton (Townships of Jackson, Kirby, Rich Square, Roanoke, and Wiccacanee) (1)
Robeson CC	Robeson
Rockingham CC	Rockingham
Rowan-Cabarrus CC	Cabarrus, Rowan (2)
Sampson CC	Sampson
Sandhills CC	Hoke, Moore
Southeastern CC	Columbus
Southwestern CC	Jackson, Macon, Swain
Stanly CC	Stanly, Union Consortium (2,5)
Surry CC	Surry, Yadkin
Tri-County CC	Cherokee, Clay, Graham
Vance-Granville CC	Vance, Franklin, Granville, Warren (Townships of Smith Creek, Nutbush, Sandy Creek, Shocco, Hawtree, Warrenton, Six Pound, and Ford)
Wake TCC	Wake
Wayne CC	Wayne
Western Piedmont CC	Burke
Wilkes CC	Alleghany, Ashe, Wilkes
Wilson County TC	Wilson

SPECIAL PROVISIONS

1. Bertie County is divided between Roanoke-Chowan CC and Martin CC as stated in the service area assignments. In the case of offering courses within the town or township of Windsor, Martin CC has exclusive authority for offering curriculum and adult basic education courses, and both Martin CC and Roanoke-Chowan CC are authorized to offer other continuing education courses.

2. Cabarrus County is assigned to Rowan-Cabarrus CC, which is authorized to offer all courses except as follows: Stanly CC may continue to offer continuing and adult education courses in Cabarrus County for industrial firms and volunteer fire departments it was serving as of August 1984, including the continuation of the contractual agreement with the private cosmetology school in Concord. (This provision was in effect prior to service area assignments, but it was reaffirmed through Board action on April 11, 1985.)

3. Davie County is assigned to Davidson County CC which is authorized to offer all courses in Davie County except as follows: Mitchell CC is authorized to provide in Davie County a learning laboratory; all courses for the Autumn Care Nursing Center; all instructional credit courses for Davie County Hospital; and all fire service courses for the County Line, Farmington, Sheffield-Callahan, Davie Center, and William R. Davie Fire Departments.

4. Catawba Valley CC is authorized to continue offering the furniture training program at the Iredell Prison Unit. This exception shall be re-examined periodically by the State President with his findings reported to the State Board.

5. Union County is assigned to both Anson CC and Stanly CC. The existing consortium (agreement) between the two institutions shall be used in providing service in Union County.

6. Martin CC is authorized to offer in Washington County all adult basic education, adult high school/GED, fire training and emergency medical training and in-plant training. Washington County is assigned to Martin CC for the sole purpose of offering adult basic education, adult high school/GED, fire training and emergency medical training and in-plant training.

Extension (Continuing Education) Institution Class Record Information System

The ICR system for the extension (continuing education) programs is used to develop the Full-Time Equivalent (FTE) student data. The FTE data form the basis for determining state funding to colleges. The ICR data are based on information collected and reported to the Department of Community Colleges on each class that is run each quarter. For the 53 colleges using the DCC-developed standard continuing education software package, the preparation of the quarterly ICR report is an automated process.

Quarterly ICR data are processed at DCC into whole state files. From these files, FTE for each college and total FTE for the system are generated. Quarterly FTE are used to compute average annual FTE for the colleges and the system. These annual FTE provide the information used to request funding from the legislature and for generating funding to each college.

CONTACTS: Bill Bullard, Supervisor of Statistical Services, 733-7051
Margaret Perry, Data Processing Coordinator, 733-7051

REFERENCES: N.C. Administrative Code 2D.0324 - 2D.0328
CC-90-105 (This numbered memo has the reporting instructions attached that specify the requirements for this information system.)

LITERACY (BASIC SKILLS) EDUCATION INFORMATION SYSTEM (LEIS)

This accountability system is designed to provide the community colleges with the ability to collect, edit, analyze, maintain, report and store data on Basic Skills students. LEIS also provides the colleges with the necessary tools to manage the areas of recruitment, assessment, retention, and evaluation. LEIS gives colleges the ability to participate in student performance and tracking for longitudinal studies, data analysis on outcomes and delivery methods, resource utilization and success, ongoing assessment of program effectiveness and costs, analysis of retention activities and results, and analysis of student characteristics and persistence indicators.

CONTACT: Terrence Shelwood - 919-733-7051, Ext. 311

REFERENCES: Form DCC 9-4, Annual Literacy Data Report

10-4-90

COLLEGE/COMPANY CONTRACT TRAINING

Recommendation 22 of the Report on the Future of the North Carolina Community College System indicated that "The State Board should examine the current policies toward the use of state funds to provide training for business and industry and seek methods to undertake selective training on a contract and fee basis." This position paper seeks to clarify existing State Board policy as it relates to providing contract training to business and industry, as well as to specifically identify and explain training options available to the community colleges.

To address training needs in business and industry, the North Carolina Community College System has most often utilized occupational extension training, new and expanding industry training, and focused industrial training; however, many training needs cannot be met through these traditional approaches. State funds are often insufficient to pay for high costs relating to state of the art equipment often required as well as the instructional costs involved. As a result, colleges in providing training for business and industry often find that training programs which involve high salaries are cost prohibitive and, therefore, cannot offer the training; however, in other training situations, the community colleges should not assist with business and industry training, e.g., the community colleges should not duplicate existing company training.

In addition to occupational extension training, focused industrial training and new and expanding industry training, another training option available to colleges involves developing contracts with business and industry.

Contract training is defined as providing direct training services to a client for reimbursement for an agreed upon fee as specified in a written contract. For the purposes of this position paper, there are two options for contract training. The first option, Sixty-Forty Contract Training (NCAC 2D.0326), permits the college to share instructional costs with business and industry and still report the student hours generated for Budget-FTE. Many colleges due to their uncertainty with the application of this policy have been reluctant to utilize this provision. The second option, Self-Supporting Contract Training (NCAC 2D.0325(b)), may also be applied. This option permits the industry to pay the college directly for the entire cost of instruction provided, requires the college to report the student hours as self-supporting, and allows the college to utilize excess dollars acquired from the industry to fund direct instructional costs for other types of training which could generate Budget-FTE. The two contract training options are discussed below:

I. SIXTY-FORTY CONTRACT TRAINING (NCAC 2D.0326)

Example:

Acme Manufacturing Company contacts Tarheel C. C. to provide mid-management upgrading training. The instructor which Acme Manufacturing wants to use is costly and Tarheel C. C. cannot afford to pay the total salary of $1,000. The college and Acme Manufacturing agree to share the instructional costs involved. The college pays from college funds $1,000 for the instructional hours delivered, and the company agrees to reimburse the college for $400 or 40% of the instructional hours delivered. The college reports the membership hours for Budget-FTE.

Definition:

Training that is delivered by the college according to a mutually agreed upon contract between the college and a company in which the college pays the instructor (or the agency providing instruction) for 100% of the instructional hours delivered, and the company reimburses the college for no more than 40% of these hours. All student membership hours generated shall be counted for budgeting purposes. See Attachment A, Section 2D.0326 of the N. C. Administrative Code. Also refer to Attachment C, Section 2E.0402 of the NCAC - Provision of In-Plant Skill Training. In addition, funds received by a college as a grant or a general donation from a company with no expectation for services to be rendered may be utilized to fund instruction which generate Budget-FTE (Note: questions 1-3 for related information.)

Rules/Guidelines:

- Section 2D.0326 (Sixty/Forty Policy) of the N. C. Administrative Code provides for this method of funding instruction for business, industry, and other areas as well. If this option is exercised, the provisions listed in the code will apply. (See Attachment A.)

- The class in this example will be operated consistent with department policies for occupational extension classes regarding reporting student hours in membership, maintaining documentation, etc.

- Student registration fees, as specified by the State Board, will be collected (currently the fee is $25 for occupational extension classes). Registration fees may also be paid by the company; however, this expenditure for registration fees shall not be considered as part of the company's 40% share under the Sixty/Forty arrangement.

- A written agreement signed by both parties is required so that responsibilities of each party can be identified. (See sample contract in Attachment D.)

- Contract training may be offered in continuing education or curriculum as appropriate.

II. SELF-SUPPORTING CONTRACT TRAINING (NCAC 2D.0325(b))

Example:

Really Big Enterprises contacts Tarheel C. C. to provide upgrade training for certain employees of the company. In this instance, however, the college does not have funds available to pay for the instruction or even 60% of the instruction, and other possible programs (new and expanding industry, etc.) are not applicable. The college develops a training model and identifies the training costs involved. The company likes the model and agrees to pay for the instruction. The company pays the college the entire cost of instruction delivered and the college reports student hours in membership under self-supporting and no Budget-FTE is generated. (See Attachment B, subpart (b).)

Definition:

Training that is delivered by the college according to a mutually agreed-upon contract between the college and a company whereby the company pays the college for the entire cost of delivery of instruction. The college reports the student hours in membership generated in the class to the department as self-supporting.

Rules/Guidelines:

- The college will estimate costs based on the best available information. The administration of a program/course, necessary instructional supplies and materials, rental of space, rental or purchase of equipment, as well as instructor costs, may be included in the contract. If revenue exceeds the costs, the excess dollars shall be retained at the college. At the end of the fiscal year, the funds may be carried forward. If an amount is carried forward to the next fiscal year, the funds shall be used for instructional purposes, e.g., program development, payment of start-up costs for programs, instructional salaries, etc. The excess dollars generated should be used in occupational extension or in the curriculum area consistent with the program area for which the excess dollars were initially received.

- After expenses for a given self-supporting arrangement have been paid, the college may use excess dollars received from industry to fund direct instructional costs which may generate Budget-FTE.

. The college will set up a special fund account to receipt dollars collected and to disburse dollars for expenses; 100% of the instructional costs incurred through this arrangement shall be paid through this special fund account; appropriate administrative costs (costs directly associated with the offering of a course--rental of space, course development) may also be charged against this special fund account.

. The college will report student hours in membership generated for classes totally funded by a business or industry as described above under self-supporting category of the Institutional Class Report (CC51585E).

. The in-house (college) accounting procedures will be the same as those for the budgeting and expenditure of regular instructional funds.

. There will be a department-specified class prefix and number (see Memorandum CC-90-21) unique to this type of training in order to track hours and funds generated. Also note Memorandum CC-89-99 which indicates that the fourth space in the department-specified prefix is to be used to identify the class(es) as self-supporting. The letter "Z" is to be utilized in the fourth space to indicate self-supporting classes.

. A contract signed by both parties is required so that the responsibilities of each party are clearly identified.

ADDITIONAL EXAMPLES OF SELF-SUPPORTING CONTRACT TRAINING

Example I:

Really Big Enterprises contacts Tarheel C. C. to provide upgrading training for selected staff members. Although the college has occupational extension funds available to fund this type of instruction, the type of training the company requests will require an excessive instructional expenditure by the college. The supplies/material costs will be high as well. The college and company mutually agree that the company will pay the college to develop the model for training, but the company will pay the instructional salary costs and supplies/materials directly to the provider/instructor who is not associated with the college. Therefore, since no college funds were used to pay for instruction, no student hours are reported by the college on the Institution Class Report, not even the self-supporting columns.

Example II:

A new industry, Smith-Jones, is located in the college's service area. At the Smith-Jones site, new industry program entry-level training was provided for new employees. Additional training is now needed in a very specialized area - robotic welding. This training cannot be provided through the New Industry program. The college could utilize Option I - Sixty-Forty Contract (NCAC 2D.0326) Training;

Option II - Self-Supporting Contract (NCAC 2D.0325(b)) Training; or if excess funds were generated by applying Self-Supporting Contract Training from earlier classes, these excess dollars accumulated in a special institutional account could be used to fund the training and the student hours in membership reported would generate Budget-FTE as explained on pages 3 and 4.

RELATED QUESTIONS AND ANSWERS

1. If the college receives a donation from a company with "no strings attached," can the college utilize the funds to start new programs and generate Budget-FTE?

   . Yes

2. If funds are received by a college from a company for instructional services to be rendered to the company, can the dollars received be used to generate Budget-FTE for the instruction provided?

   . Yes; but the dollars received from a company for services to be rendered may not exceed 40% of the instructional salaries for a given class. If the funds received exceed 40% of instructional salaries for a given class, the student hours reported for Budget-FTE must be prorated accordingly. (See Sixty-Forty Policy, Attachment A.) If the total instructional salary cost is assumed by the company, the class shall be reported totally self-supporting.

3. a. If the college receives funds from a company for instructional services to be rendered and the college expends no instructional dollars, can hours generated from the class be reported for Budget-FTE?

   . No

   b. In the same situation, if funds in excess of the cost to deliver instruction remain, can the college use these funds to fund subsequent occupational extension courses which could generate Budget-FTE?

   . Yes; see Attachment A - Sixty-Forty Funding.

4. If the college pays a pro rata share of the instructor's salary from college funds, may the college report the student hours in proportion to the pro rata salary paid?

   . Yes; see Attachment A, subpart 1.

5. In a contractual agreement, can the college charge the company for rental or purchase of equipment, rental of facility and cost of utilities?

   . No - if Option I, Sixty/Forty Contract Training, is utilized.

   . Yes - if Option II, Self-Supporting Contract Training, is utilized.

6. a. Can equipment be purchased through Self-Supporting Contract Training?

      . Yes

   b. Can equipment be purchased with excess funds accumulated through Self-Supporting Contract Training?

      . No; equipment can only be purchased through the original contract with the company. (See 6a above)

7. In a contractual agreement, can the college charge the company for administrative overhead?

   . No; if Option I, Sixty-Forty Contract Training, is utilized.

   . Yes; if Option II, Self-Supporting Contract Training, is utilized.

8. In applying Option I, Sixty-Forty Contract Training, if the college pays for 60% of the instructional hours delivered and the company pays the remaining 40% directly to the instructor, can the college report 100% of the FTE generated?

- No - The instructional salary portion paid by the company must flow through the college's budget in order to count full FTE. (See example under Sixty-Forty Contract Training, page 2.)

IN-PLANT TRAINING

DESCRIPTION: The In-Plant program authorizes the institutions to deliver training services in the actual working environment to the employees of manufacturing, service and governmental organizations. It is funded through regular FTE budgets.

PROCESS: In-Plant training is a limited application occupational extension program that is used when the following conditions prevail.

1. Enrollment is limited to the employees of the organization in which the training occurs.
2. Training is conducted at the employee's assigned work station during normal working hours.
3. Training is directly related to job skills.

If the duration of a course exceeds 160 hours (440 hours is the maximum course length), the institution must submit an application to the Department for approval at least one week prior to the first class meeting of the course. Only a notification is required for courses of less than 160 hours.

REFERENCES: NCAC 2E.0402
DCC 13-17 Course Outline
DCC 13-18 In-Plant Course Contract
DCC 13-19 Application for In-Plant Course
DCC 13-20 Notification of In-Plant Training Course
(Copies of all forms follow.)

CONTACT: Existing Industry Services (919) 733-7051
Associate Director Ext. 411

Internal Program Audits

The following class information should be available for each continuing education class for which membership hours are reported: instructor contracts, student registration forms, class attendance forms, receipt rosters or individual receipts, and instructor time sheets (if applicable). It is recommended that these documents be filed together for each class; however, other filing systems are acceptable as long as all documents listed above are readily available for audit. These class records are typically selected from the CC515 report and may be accessed either by contract number or class number.

Other documentation which should be available during the audit includes: listing of immured approvals; listing of clinical approvals; listing of off-campus class locations and descriptions; current continuing education schedule; and listing of in-plant approvals. Class schedule and location information may be maintained on the computer. Other reports from the Prime audit software will either be requested by, or run by, the auditor. Colleges who have run these reports during the year should file them by quarter for audit review and indicate any adjustments that have been made. Colleges who are not on the Prime system should be prepared to produce comparable reports and should contact the auditing division for details.

A copy of the college's current Internal Audit Plan should be available for review. In addition, supporting documentation should be filed by quarter for review period. This documentation should clearly show that the plan is being implemented as approved and documentation should be available for audit.

The senior continuing education administrator should be familiar with all pertinent sections of the administrative code including: NCAC 2C, 2D, and 2E. It is also recommended that all copies of the departmental newsletter, "Between the Lines," as well as all relevant numbered memoranda from the department be reviewed. A new administrator should also request the most recent FTE audit reports for the college to become familiar with past areas of concern.

CONTACT: Bill Cole, Director of Program (FTE) Audits
733-7051, Ext. 203

Between The Lines

The Department created the "Between the Lines," a newsletter type publication in 1987 at the request of the colleges, to address certain policy and procedural concerns which develop as a result of site FTE audits. The publication seeks to provide the colleges information on student hour reporting procedures and student hour reporting problems. Several articles are included in each issue. Questions which are frequently directed to the Department are also noted in the newsletter.

"Between the Lines" is published twice annually in March and October. One copy of each issue is mailed to the president, one copy to the business manager, and one copy to the chief instructional officer at each college for review and discussion. Prior issues are available upon request. The department also requests suggested topics from the college for areas which they feel need to be addressed.

Periodic interpretations are made in "Between the Lines" regarding concerns which require updating due to the changes in legislation, State Board policy changes, etc. Contact the Program Audit Section of the Department if you have suggestions or questions regarding the publication.

Contact:
Dr. Bill Cole
Director of Program Audits
(919) 733-7051 Ext. 203

OCCUPATIONAL PROGRAMS

Overview

One of the major missions of the community college system is to provide opportunities for the citizens to prepare for new occupational opportunities or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses specifically designed for an occupation.

These courses are designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational continuing education courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

Within the occupation continuing education courses there are a group of academic-related courses for occupational training. These two groups of courses may be reported for budget FTE. To offer these academic courses and report them for budget FTE the course must be a direct requirement for the occupational training.

Offering Courses

In order for the college to offer an occupational continuing education course and report it for budget FTE, the course must be approved by the State Board of Community Colleges. A complete list of approved courses for continuing education is included in the "Master Course List - Continuing Education (Effective Summer Quarter 1991)." This list provides the courses by program area (agriculture, etc.), program code (W113 Agriculture Mechanics, etc.), course prefix and number (AGR 3104, etc.), and course title (Building and Grounds Maintenance, etc.).

If a college needs to offer a course not on this list, complete form DCC 9-27 and submit it to the Vice President for Program Services for approval. The course request will be reviewed and if complete and appropriate will be submitted to the State Board of Community Colleges for approval. Please allow a minimum of eight weeks for this process.

CONTACT: Director of Program Development Services 733-7051, Ext. 401

REFERENCES: CC-91-172, Master Course List - Continuing Education
Form DCC 9-27
GS 115D-5(a)(c)(f)

Licensure/Certification
Occupational Continuing Education Courses

There are a significant number of occupations in North Carolina that require licensure and/or certification as a prerequisite to employment. Many of these occupations require a person to successfully complete educational requirements prior to application for the licensure or certification. For many of these occupations the educational requirement consists of a short course or series of courses that range from a single course 8 hours in length to a series of courses each 30 or more hours in length.

The colleges may offer these courses but most often must do so on certain conditions prescribed by the licensure or certification agency. The college offering these courses should always make sure they comply with all requirements of the licensure or certification agency before offering the course.

A complete listing of the courses currently required is included in the appendix under Licensure/Certification with individual courses described with their requirements. You are encouraged to contact the agency listed for the course for any additional information.

CONTACT: Program Development Services Section
919-733-7051

REFERENCES: NCAC
Master Course List - Continuing Education

Instruction to Captive or Co-opted Groups and on Military Bases

These are extension courses or curriculum programs offered to groups in the following areas:

Correctional system inmates
Residents of rest or nursing homes
Clients of sheltered workshops
Residents of alcoholic rehabilitation centers
Residents of mental retardation centers
In-patients in mental hospitals
Instruction offered on a military base

Continuing education courses or curriculum programs offered to these groups must be approved by the State Board of Community Colleges prior to implementation. The college should complete form DCC 9-33 for instruction to be offered to correctional system inmates and DCC 9-14 for all other immured instruction and submit the completed form to the Department of Community Colleges. When appropriate, tentative approval to implement the instruction will be given by the System President and then it will be placed on the State Board Agenda for action. The college will be notified of State Board action immediately after the board meeting.

Allow appropriate time for processing (minimum of three weeks).

CONTACT: Continuing Education Courses
Director, Special Programs 919-733-7051, Ext. 460

REFERENCES: NCAC 2E.0403
Memo CC-81-97
Memo CC-81-145
Memo CC-85-7
Form DCC 9-14 (July 1981 revised)
Form DCC 9-33

Work Experience/Clinical

Work experience or clinical instruction may be a required component of some occupational continuing education courses. Whenever clinical or work experience is a requirement in the course it must have prior approval from the Department of Community Colleges on Form DCC 1-11A. Clinical or work experience will only be approved when it is a legally authorized requirement as a part of the training so the individual may qualify for certification or registration.

CONTACT: Director, Special Programs 919-733-7051, Ext. 460
Director, Program Development Services 919-733-7051, Ext. 401

FORM: DCC 1-11A Request for Approval of Student Work Activities for Extension (Occupational) Courses (10/89)

REFERENCE: NCAC 2D.0324(d)

Fire Rescue Training

The fire rescue program provides skills development training courses for all levels of fire and rescue personnel in the state. The topic areas currently include over 50 different subject areas. Courses are provided fee exempt to all members of fire departments and rescue squads. A member of the Special Programs staff is the program specialist for fire and rescue programs. This person reviews curriculum programs for standard compliance, monitors continuing education offerings, establishes policy for continuing education programs, oversees the eight fire training regions, and reviews new course proposals for state board approval. This staff person represents the Community College system on the Fire and Rescue Commission and four policy setting boards of the Commission related to fire and rescue certification. This section also oversees the six associate degree granting programs in the Community College system. In addition, there are eight regional fire training coordinators based across the state to provide information and assistance to local colleges.

CONTACT: Director of Fire Training Services, 919-733-7051, Ext. 447

REFERENCES: GS 115-D-5 (b) Waiver of Registration Fee
Memo CC-89-31, Waiver of Fees
Memo CC-89-59, Educational Methodology
Instructors for the Fire Service
Between The Lines (All Issues)
NC Fire & Rescue Commission Standards Manual

FORMS: None

Emergency Services Training

The emergency services program provides both continuing education and curriculum programs for various levels of Emergency Medical Services personnel. Continuing education courses are provided fee exempt to members of all EMS provider units. The courses are designed to train personnel for various levels of state certification that are required to be an emergency care provider. A member of the Special Programs staff is the program specialist in this area. The program specialists maintains liaison with the N. C. Office of Emergency Medical Services on policy issues. This person reviews curriculum programs for standards compliance, monitors continuing education offerings, establishes policy for continuing education programs, and reviews new courses for State Board approval.

CONTACT: Director of Fire Training Services, 919-733-7051, Ext. 447

REFERENCES: GS 115-D-5 (b) Waiver of Registration Fee
Memo CC-89-31, Waiver of Fees
Between The Lines (All Issues)

FORMS: None

Criminal Justice/Law Enforcement

In Community College System programming, the term "criminal justice" is generally used as an inclusive term referring to corrections, police operations, sheriffs' operations, juvenile justice operations and law enforcement. Members of the Special Programs staff are the program specialists for criminal justice continuing education and curriculum programming. They review curriculum programs for standards compliance, monitor continuing education offerings and review new course proposals for State Board approval. They also represent the Community College System on the North Carolina Criminal Justice Education and Training Standards Commission, and The North Carolina Sheriffs' Education and Training Standards Commission.

CONTACT:	Director of Special Programs, 919-733-7051, Ext. 460
REFERENCES:	GS 115D-5(b), Wavier of Registration Fees 12 NCAC 9, NC Criminal Justice Education and Training Standards Commission 12 NCAC 10, NC Sheriffs' Education and Training Standards Commission Memo CC-89-31, Wavier of Fees for Firefighting, Law Enforcement and Emergency Services Personnel Between the Lines (All Issues)
FORMS:	See Continuing Education and Curriculum approval sections

BASIC SKILLS

One of the primary missions of the community college system is the offering of educational opportunities for adults 16 years of age and older who are out of school. (Refer to NCAC 2C.0301 concerning the emancipated minor provision.) The system provides educational opportunities through five major program areas which include: Adult Basic Education (ABE), Adult High School Diploma (AHS), General Educational Development (GED), English As A Second Language (ESL), and Compensatory Education (CED). These programs utilize on and off-campus sites, including work sites, churches, community centers, schools, libraries, sheltered workshops and prisons. Special program emphasis is placed on Family Literacy, Homeless, Workplace Literacy, Job Opportunities and Basic Skills program (JOBS) and special populations. The Basic Skills programs are accomplished through the administration of federal ABE, GED testing and reporting, faculty in-service education, development and administration of standards, policies, rules and regulations affecting each program. Colleges must submit an annual program plan and application which includes all Basic Skills programs. Colleges are given prior (blanket) approval to offer Basic Skills programs to immured groups. No registration fees are charged to students enrolled in Basic Skills programs.

The Basic Skills instructional budget represents a combination of federal and state funds. The budget is based upon several factors which include:

- Base allocation
- Target population
- Student enrolled (FTE)
- High School equivalency diplomas awarded (GED)
- Adult high school diplomas awarded (AHS)
- Eligible population served

Basic Skills instructional funds may be utilized in the following provisions:

- Literacy funds may be used only for literacy programs and may not be transferred to any other area.
- Literacy funds may be used to hire assessment and retention specialists.
- Literacy funds may be used to hire literacy skills recruiters.
- Literacy funds may be used to hire literacy coordinators.
- Literacy funds may be used for transportation of literacy students.
- Literacy funds must be used to provide literacy education programs.
- Literacy funds may not be used for support of administrative function; i.e., director of literacy programs.

CONTACT: Bobby L. Anderson, Director, Basic Skills
(919) 733-7051 Extension 301

REFERENCES: NCAC 2C.0301 - Admission to Institutions
CC-89-209 - Reporting Student Hours for Literacy Programs
CC-90-338 - Clarifications Concerning Enrollment of High School Graduates in Basic Skills Classes and the 60/40 Rule and Special Projects
CC-91-51 - Workplace Literacy Classes

FORMS: DCC-9-32 - Basic Skills Plan and Application
DCC-9-28 - Basic Skills Program Monitoring Checklist

Adult Basic Education

The Adult Basic Education program is designed to address the educational needs of adults who are 16 years of age and older and have less than an eighth grade education. (Refer to NCAC 2C.0301 for the emancipated minor provision.) In addition, the program provides opportunities for adults to improve their skills if they have high school credentials yet their functional skills are below the eighth grade level.

The major objective of the ABE program is to increase basic skills in North Carolina by providing classes in reading, writing, speaking, and computation with an emphasis on developing critical thinking skills. Adult participants should improve their ability to benefit from occupational training, have greater opportunities for more productive and profitable employment, and meet their own objectives for enrolling in the program.

The North Carolina Adult Basic Education Program Guide serves as a foundation for the curriculum taught in the ABE program. The guide lists 63 learning objectives and describes selected work texts that have been used to teach ABE in the North Carolina Community College System. In addition, the guide provides a collection of instructional techniques used by ABE instructors throughout the state. The guide offers two levels of objectives. Level I covers objectives that would traditionally be taught between grade levels 0 and 4. Level II objectives cover grade levels 5 through 8. The curriculum topics covered include letters, words, sentences, paragraphs and mathematics.

Some colleges are implementing the CASAS (Comprehensive Adult Student Assessment System) approach to curriculum which correlates competencies with appropriate instructional materials. An integral part of CASAS is the comprehensive assessment component. This competency-based approach teaches basic academic skills in context with knowledge areas such as consumer education, health, job knowledge, community resources, and government and law.

CONTACT: Basic Skills Section

REFERENCES: CC-89-321 Procedures for Administering the TABE for Placement of Literacy Students
CC-90-299 Comprehensive Adult Student Assessment System (CASAS) Certified Trainers
NCAC 2C.0301 Admission to Institutions

Adult High School Programs

The Adult High School programs offered by the North Carolina Community College System are designed for adults 18 years of age or older to complete their high school education. (Refer to NCAC 2C.0301 for the emancipated minor provision.) Individuals between the ages of 16 and 18 years old with special needs may be enrolled in the adult high school programs provided that: (1) the applicant has left public school for at least six months or a waiver has been granted by the local school system, and (2) parental or guardian approval is given.

The Adult High School program consists of the General Educational Development testing program and the Adult High School Diploma program.

General Educational Development (GED)

The General Educational Development (GED) testing program is operated jointly by the American Council on Education and the State Board of Community Colleges. The program includes pre-GED preparatory instruction and testing to measure academic skills considered to be outcomes of a high school education. The GED test battery consists of five tests to measure academic skills in the areas of writing, social studies, science, reading and mathematics. Adults who achieve minimum qualifying scores of 35 on each test and a total of 225 are awarded a High School Diploma Equivalency by the State Board of Community Colleges.

There are GED test centers at all community colleges and one at Saint Andrews College which operates under the auspices of the State Board of Community Colleges. To establish or disestablish a GED test center requires approval by the State Board of Community Colleges. The Department of Community Colleges contracts with GED Testing Service to score the essay component of the Writing Skills test on a weekly schedule. The other tests are scored by the local GED Examiner.

Adult High School Diploma (AHSD)

The State Board of Community Colleges gives approval by policy to the local boards of trustees of the community colleges to enter into an agreement of affiliation with the local public boards of education to cooperatively establish an Adult High School Diploma Program.

The Adult High School Diploma program is offered by those community colleges which have entered into an agreement of affiliation with a local public high school. The curriculum for this program is developed and approved by the local boards of education and boards of trustees. The program consists of classroom instruction or learning laboratory courses or a combination of both designed to qualify individuals for an adult high school diploma. All diplomas are awarded through the local boards of education upon successful completion of the North Carolina Competency Test. The Department of Community Colleges contracts the scoring for all parts of the Competency Test following a quarterly testing schedule.

CONTACT: Basic Skills Section

REFERENCES: NCAC 2E.0303 GED Testing Program
NCAC 2E.0301 Adult High School Program
NCAC 2D.0204(d) Other Fees

MEMORANDUMS:

CC-91-71 March 13, 1991 General Educational Development (GED Annual Contract)
CC-89-220 July 10, 1989 GED Essay Accountability Report and Institutional Verification

CC-91-143	May 31, 1991	Revised GED Application Form
CC-S-89-73	July 7, 1989	Revised Quarterly Report for AHS Program

MANUALS:

GED Examiner's Manual
GED Testing Service at the
American Council on Education
Test Coordinator's Handbook
North Carolina Competency Test Program
for the North Carolina Community College System

FORMS:

DCC 9-8	Application for Admission to the GED Tests and for High School Equivalency
DCC 9-35	GED Essay Accountability Report and Institutional Verification Form
DCC 9-10	Quarterly Report, Diplomas Awarded, Adult High School Diploma Program

Appointment of GED Examiners by Community Colleges - form letter.

Compensatory Education

The Compensatory Education Program is designed specifically for mentally handicapped adults. It is a program whose focus in on the skills needed by mentally handicapped adults to function as independently as possible. The program assumes an end result of productivity, employment, independence, and self-sufficiency for its clientele. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. The Compensatory Education curriculum includes language, math, social science, community living, consumer education, health, and vocational education. Classes are offered in conjunction with sheltered workshops, adult developmental activities programs as well as other locations in the community.

CONTACT: Basic Skills Section

REFERENCES: Program of Study
Coordinator's Guide

English as a Second Language

The ESL program provides morning, afternoon, and evening classes to accommodate the enormously varied immigrant and refugee populations from nearly 50 different countries. Attention is given to both the cultural and linguistic needs of this program's students as instructors focus upon the formation of accurate, appropriate communication skill and upon the student's ability to function in the American adult community.

Students are placed in classes after appropriate assessment. Classes are offered at the beginning through advanced levels of ESL. The curriculum focuses on developing the basic language skills of reading, writing, speaking, and listening. Classes integrate English language instruction with topics that prepare students for everyday life, employment and citizenship. Materials used in classes present topics with cultural and social interests. Instructors use an array of instructional strategies to meet individual learning styles and to foster interest in learning. In addition, students may use the learning centers where they can work with tapes, computers, and other methods of instruction.

The program widely coordinates its activities with other agencies, programs, and employers. Student recruitment is more effective because of this high level of coordination.

CONTACT: Basic Skills Section

REFERENCES: CC-88-287 ADMISSION - Legal Aliens, Former Residents of Other States

Literacy (Basic Skills) Education Information System (LEIS)

This accountability system is designed to operate on the PRIME computer network and provides the colleges with the ability to collect, edit, analyze, maintain, report and store data on basic skills students. LEIS also provides the colleges with the necessary tools to manage the areas of recruitment, assessment, retention, and evaluation. For example, LEIS provides colleges with the ability to participate in student performance/tracking for longitudinal studies, data analysis on outcomes and delivery methodology, resource utilization and success, ongoing assessment of program effectiveness and costs, analysis of retention activities and results, and analysis of student characteristics and persistence indicators.

The Annual Literacy (Basic Skills) Data Report, DCC 9-4, which is due annually by July 31 can be prepared using LEIS data. The optical scanning program for LEIS is developed for use with the Scantron 8000 Series or NCS OpScan 5 Series. Recommended features include simultaneous front and back scanning, auxiliary port, and two RS-232 connections.

CONTACTS: LEIS - Terrence M. Shelwood - 919/733-7051, Ext. 311
ANNUAL REPORT - Florence Taylor - 919/733-7051, Ext. 329

REFERENCES: Form DCC 9-4, Annual Literacy (Basic Skills) Data Report

Grants

There are two general sources of competitive grants available to colleges for basic skills education. One is special innovative and demonstration projects funded by the Department of Community Colleges and the other is discretionary funding from the U.S. Department of Education and private foundations.

Special innovative and demonstration projects

The Adult Education Act requires that at least 10% of the federal funds received each year by the Department of Community Colleges be used to fund special innovative and demonstration projects in an effort to improve the overall quality of basic skills efforts in the state. The Department of Community Colleges establishes overall priorities for special projects and mini-grants in the State Plan for Adult Literacy Education and annual priorities in the request for proposals issued in January of each year. Applications are required to be submitted by March 30 and funding awards are made for a twelve month period from July 1 to June 30. Mini-grants are limited to no more than $1,000, but special projects may be based on a budget deemed necessary to test the innovative project.

Discretionary grants

A variety of sources are available for colleges to apply for funding of special efforts in basic skills education such as for serving homeless adults, workplace literacy, and family literacy.

Homeless

Funds for serving the basic skills needs of homeless adults are awarded to state educational agencies on a competitive basis annually. The Department of Community Colleges issues a memo each year to all colleges requesting those interested in serving the populations group in their service area to submit the necessary information to be included in the state proposal for funding. If the state proposal is funded by the U.S. Department of Education, the State Board makes sub-grants to those participating colleges for a period of twelve months. A third-party evaluation is conducted of each program in the project and an annual data report is required of each college participating.

Workplace literacy

The U.S. Department of Education issues a Request for Proposals for National Workplace Literacy Programs annually in the Federal Register. The Department of Community Colleges transmits the RFP to the colleges upon receipt. Each college interested in competing for these funds must submit a proposal directly to Washington. Proposals must be in partnership with business and industry and a 30% match of the federal funds is required.

Private foundation grants

From time to time the Department becomes aware of private foundation grants for areas such as family literacy, workplace literacy, and reading incentive programs. These funds are sometimes targeted for specific groups or geographical regions of the state and, therefore, are not available to all colleges. However, whenever possible the Department sends a request for proposal for these grants, also.

CONTACT: Basic Skills Section

REFERENCES: State Plan for Adult Literacy Education
North Carolina Adult Education for the Homeless Proposal
Homeless Data Report

MEMORANDUMS: Special Conditions for Homeless Adult Projects, dated October 7, 1988

FORMS: Adult Literacy Education Special Project Application
Adult Literacy Education Instructor Mini-grant Application

High School Dropouts -- Students with Special Needs

High school dropouts between 16 and 18 years old may be considered students with special needs and may be admitted into the GED or AHS program if the local public or private educational agency refers such students as dropouts and if admission is approved by the community college.

Such students are required to submit to the community college a notarized petition from their parents or legal guardian certifying the student's residence, date of birth, date of leaving school and the petitioner's legal relationship to the student.

If such students have been out of school at least six months, then only the notarized petition is required for admission.

Emancipated minor less than 18 years old, under the general admission rule 2C .0301 ADMISSION TO INSTITUTIONS, are interpreted to be individuals who have been granted a judicial decree of emancipation by the court or who are married. Admission requirements for such individuals shall be the same as for an applicant 18 years or older.

The State Board of Education adopted a high school dropout referral policy in 1987. This policy was adopted as a result of Senate Bill 184 that directs the public schools to refer dropouts to appropriate services.

The policy establishes a dropout referral system where a dropout may be referred to an extended day school, alternative school, or optional school program, including a community college system adult high school completion program. The policy stipulates that no student entering an alternative educational program will be allowed to graduate prior to his or her normal date of graduation without the written permission of the local superintendent.

CONTACT: Basic Skills Section

REFERENCES: NCAC 2C.0305(b) Education Services for Minors
NCAC 2C.0301 Admission to Institutions

MEMORANDUMS: CC-88-25, January 29, 1988 Referral of High School Dropouts from the Public School System

INSTRUCTOR AND STAFF TRAINING

Training and development are provided to Basic Skills personnel within the system through conferences and workshops at state, regional and local levels. Programming is designed to meet three primary objectives in enhancing professional growth:

> Informational: Updates and briefings on federal, state, and local developments impacting basic skills program administration and management.
>
> Skills Building: Further enhancing the abilities of instructors and other staff to effectively perform their roles.

Networking: Promoting further acquaintance among literacy staffs within the system and the sharing of programmatic activities and ideas between and among individuals with similar roles and responsibilities.

The focus is Basic Skills programs instruction and management.

CONTACT: Basic Skills Section

Specially Funded Programs

Overview

The Community Service Program is comprised of an instructional component and a cultural and civic activities/Visiting Artist component. This program is funded by a General Assembly special appropriations block grant. These funds may only be used for Community Service programs instruction and activities.

The Human Resources Development Program, a community college program supported with state funds, provides structured pre-vocational training, counseling and assistance into employment or further skill training for unemployed or underemployed adults.

The Job Training Partnership Act is a federal law which provides funds to the states to support job training programs. JTPA programs offer education and training services to economically disadvantaged individuals and the programs prepare these students for the changing standards in the business community as well as for the new advancing technologies in industries. The services provide basic education, training, counseling, support services, and screening for appropriate job placement.

The State Legalization Impact Assistance Grant, an adult education program supported with federal funds, provides educational training and services to eligible legalized aliens to help them develop those competencies needed to become permanent legalized residents.

The Job Opportunities and Basic Skills Program is a portion of the Family Support Act which is a national education, training, and employment program that provides services to families with dependent children, specifically single parent households and persons dependent upon welfare. The Division of Social Services provides funds for training community college personnel and social service agencies in implementing this program.

Community Service/Visiting Artist Programs

The Community Service Program is designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic and intellectual growth and to assist adults in the development of new skills or the upgrading of existing ones in their avocational, academic, and practical skills areas. This program meets community needs through lecture and concert series, art shows, the use of college facilities by community groups and by providing speakers to community organizations. This programs, along with the Visiting Artist program, demonstrates the Community College System's recognition of itself as an integral part of North Carolina communities, with a major responsibility to be involved and to contribute to the overall cultural, civic, and intellectual growth of our communities.

CONTACTS: Director of Special Programs, 919-733-7051, Ext. 460
Administrative Assistant, 919-733-7051, Ext. 459

REFERENCES: NCAC 2E.0101(5)(a), Self-Supporting Programs
Memo CC-90-233, Community Service Program
Memo CC-88-253, Community Service Program Plan
Between the Lines, March, 1989

The Visiting Artist Program is a cooperative grant program of the State Board of Community Colleges and the North Carolina Arts Council. The program is funded by the State Board through community service program grant funds to colleges who choose to make application and agree to operate their visiting artist program in accordance with established guidelines. The program provides eligible artists an opportunity to work as artists in residence to enhance local arts resources and promote the various visual, performing and literary arts in communities throughout North Carolina. The program also serves as a structure in which artists can continue to develop creatively and advance professionally. Artists serve as cultural ambassadors for their employing college; they do not teach formal classes. Instead, they share their talents and ideas with communities through demonstrations, performances, lectures, workshops, exhibitions and special projects.

Artists of all art disciplines are invited to apply. Applicants must demonstrate a strong commitment to their art form by virtue of their experience and education; a masters degree or the equivalent in experience or training is required. It is a responsibility of the Arts Council to recruit and screen, by means of professional panels, artists of exceptional merit to become approved candidates. Each college interviews and selects its artists from the approved candidates list.

CONTACT: Director of Basic Skills, 919-733-7051, Ext. 301

REFERENCES: 23 NCAC 2E.0304, The Visiting Artist Program
23 NCAC 2E.0101(4)(e), Visiting Artist Programs . . .
The North Carolina Visiting Artist Handbook
Memo CC-91-52, The Freeze and Its Effect on the Visiting Artist Program
Memo CC-91-129, Visiting Artist Program

FORMS: DCC 9-11, Visiting Artist End-of-the-Year Report
DCC 9-12, Visiting Artist Program Evaluation

HUMAN RESOURCES DEVELOPMENT PROGRAM

DESCRIPTION

The Human Resources Development Program (HRD) sponsored by the NC Department of Community Colleges provides structured pre-vocational training, counseling and assistance into permanent employment or further skill training for unemployed or underemployed adults.

INSTRUCTION AND OTHER ACTIVITIES

Programs are responsible for recruiting, training and assisting graduates with job or further training placements. The program structure and instructional content are developed to achieve this aim. All HRD programs must provide a pre-vocational (orientation and motivation) training component. Course content is developed and modified according to the employment needs of each local community.

Instruction includes but is not limited to the following: assessment of individual assets and limitations (includes assessment of attitudes, personal appearance, interpersonal behavior, and personal, educational and career goals), and development of problem-solving skills, communication skills, positive self-concept, and employability skills (includes instruction in how to appropriately complete job applications and resumes, handle job interviews and follow-up, and employee responsibilities.)

Instruction can also include short-term skills training and basic academic instruction in addition to pre-vocational training.

PROGRAM EVALUATION

The performance of each program is evaluated in terms of student completion, job or training placements and an efficiency index which measures the increase in income and decrease in public assistance receipts of program graduates against training costs.

Graduates of HRD programs receive follow-up services for 12 months after they complete the program. During this period, program staff monitors each student to assess how they are progressing and if they need additional job or training placement assistance or employment counseling.

PROGRAM RECORDS

The state office keeps an updated file of course outlines, application forms, and funding data for each local program. The state office also has produced since 1974 an annual HRD Performance Summary which contains enrollment, completion, and other performance information. These reports are kept on file in the state office.

Local programs are responsible for maintaining class enrollment records, entry, exit and follow-up forms for each student and a student file for release forms, application forms and any documentation necessary for that individual student. These files are maintained for five years.

Funding

The state budget for HRD is included in the legislative budget package for DCC. All HRD funds are allocated directly to local HRD programs. The State HRD Office determines annual allocations for local programs based on FTE, an Earnback Index (determined by the economic performance of the program's graduates) and a maintenance fund. HRD programs are funded on the state fiscal year, July 1 - June 30.

Allocations to programs are determined annually by the following procedure:

1/3$	1/3$	1/3$
PROGRAM MAINTENANCE	FTE GENERATION	EARNBACK INDEX

Program maintenance portion is divided equally among all HRD programs.

FTE portion is allocated according to number of FTE's earned by each program.

Earnback Index portion is allocated according to performance by this formula:

$$\text{EI} = \frac{\text{INCOME INCREASE} + (3 \times \text{PUBLIC ASSISTANCE DECREASE})}{\text{STATE COSTS} + \text{STUDENT BENEFIT COSTS}}$$

An HRD program cannot receive a funding increase or decrease of more than $20,000 from one year to the next.

If an HRD program generates a negative earnback index for two consecutive years it will not receive funding for the next year without special approval from the State Board of Community Colleges.

REFERENCES: HRD Procedures Manual, N. C. Department of Community Colleges
HRD Performance Summary, N. C. Department of Community Colleges, 1974 - 1990
NCAC 2D.0319 Allotment Procedures for the Human Resources Development
NCAC 2D.0325(d) Limitation in Reporting Student Membership Hours
NCAC 2D.0326(5) Sixty-Forty Funding
NCAC 2D.0327(c) Reporting Student Membership Hours to the Department
NCAC 2D.0328 The Full-Time Equivalent (FTE) System
NCAC 2E.0101(4)(a) Special Instructional Programs

CONTACT PERSON: Associate Director, HRD and SLIAG Programs (919) 733-7051 Ext. 453

JOB TRAINING PARTNERSHIP ACT
"EDUCATION COORDINATION AND GRANTS" (8%)

DESCRIPTION: The Job Training Partnership Act (JTPA) is a federal law enacted in 1982 that provides funds to the states for job training. It is part of a long history of federal job training programs intended to help N. C. citizens keep pace with advancing technology and lead more productive lives.

JTPA offers education and training services to prepare eligible individuals to become valuable employees of businesses in their communities. These services include basic education training, institutional skills training, counseling, and job development assistance, job placement assistance and human resource development programs, and screening for appropriate job placement.

In general, an individual is eligible for services under JTPA if he/she is sixteen years of age or older and is considered economically disadvantaged according to federal income guidelines. Aid to Families with Dependent Children and Food Stamp recipients are also eligible. Fourteen- and fifteen-year-olds also may be served through a limited number of programs.

In special cases, individuals facing certain barriers to employment may be eligible for JTPA services. Also, eligibility for participation in the dislocated workers programs is based on whether an individual has been "laid off" from certain occupations rather than on income criteria.

The department annually receives a portion of the funds provided under the "Education Coordination and Grants" section (referred to as 8% percent funds) of the JTPA. These funds are utilized to promote coordination between the department and other state agencies involved in employment and training activities and to promote assistance to interested local community colleges and other local agencies similarly involved in such programs. In addition, the department receives program funds which are granted to select local colleges for the implementation of appropriate employment and training programs.

PROCESS: The following procedure is usually followed in awarding JTPA 8% programs to the colleges:

1) The department anticipates transmitting a Request for Proposal (RFP) to colleges during the month of February each year. The RFP contains a description of allowable activities which can be supported by the department and all the necessary information and forms that must accompany proposals.

2) Proposals from interested institutions will be received for a period of approximately six weeks. The exact deadline for submission will be clearly stated in the RFP.

3) The JTPA Program Services staff members reviews all proposals and ranks them according to weighted criteria. During this evaluation process,

consultations with appropriate local institutional personnel is held to assure economy and compliance with all applicable governmental regulations.

4) Recommendations for the SBCC regarding select institutions are developed for consideration at the Board's May meeting. Shortly after that meeting, a cooperative agreement between the department and each institution is transmitted.

5) The implementation of the programs begins on July 1 or on the date projected in the proposals, whichever is later and concludes on June 30 of each year.

REFERENCES: JTPA Operational Manual, N. C. Department of Community Colleges
NCAC 2D.0301(e) JTPA Administrative Allotment
NCAC 2D.0325(c) Limitation in Reporting Student Membership Hours
NCAC 2D.0327(c) Reporting Student Membership Hours to the Department
NCAC 2D.0328(12) The Full-Time Equivalent System

CONTACT: Program Services, Employment Readiness Section (919) 733-7051
Associate Director, JTPA Programs Ext. 449

STATE LEGALIZATION IMPACT ASSISTANCE GRANTS FOR ADULT EDUCATION

DESCRIPTION: The federally funded State Legalization Impact Assistance Grant (SLIAG) program is designed to assist eligible legalized aliens (ELAs) in meeting the educational requirements for becoming permanent US residents and eventually gaining US citizenship.

State Legalization Impact Assistance Grants (SLIAG) are authorized by section 204 of the Immigration Reform and Control Act of 1986 (IRCA). Under SLIAG, funds are appropriated to provide educational services to aliens granted lawful resident status under the Immigration and Nationality Act, as amended by IRCA. These aliens are eligible for services for five years from the date on which they were granted lawful temporary resident status.

Eligibility Criteria

Eligible Applicant: Any community college within the N. C. Community College System.

Participants Eligibility Criteria:

- Eligible Legalized Alien (ELA) - Eligible Legalized Alien means an alien whose status has been adjusted to lawful temporary resident under Section 245A, 210, or 210A of the Immigration and Nationality Act. An ELA retains that status for a period of five years from the effective date of his or her effective adjustment to temporary resident status.
- ELAs must be over the age of 16 who (1) have attended U.S. schools for fewer than three complete academic years, and (2) is not enrolled in elementary or secondary school at the time services are provided.
- Each ELA may be counted only once each year by a program.

Allowable Activities

SLIAG regulations permit the use of SLIAG funds for activities authorized under the Adult Education Act (20 U.S.C. 1201 et seq.). These activities include the following:

- Instruction and educational assistance in classes for basic skills, high school completion, limited English proficiency and citizenship skills.
- Educational counseling, recruitment, student transportation and baby-sitting provided to ELAs who receive educational services.
- Activities associated with providing planning, administration, evaluation and coordination activities which are necessary and reasonable

Reimbursement of SLIAG Expenditures

Local colleges will be granted SLIAG funds based on actual expenditures rather than on obligation of funds. Local programs are reimbursed monthly for SLIAG expenditures under the following conditions:

- Local community colleges must demonstrate that SLIAG funds were used solely to provide educational services, as defined above, to ELAs.

- Payments to local colleges cannot exceed an amount equal to $400 multiplied by the number of ELAs who received educational services from the college in that fiscal year, or actual costs, whichever is less.

- When conducting classes which contain both ELAs and non-ELAs, the cost of the class must be prorated between the two groups. The amount allocable to SLIAG may not exceed the amount obtained by (1) dividing the number of ELAs attending the class (or the number of ELA contact hours) by the total number of persons attending the class (or the total number of contact hours) and (2) multiplying this fraction by the total cost of the class.

Allowable Expenditures

- Those costs associated with administering allowable assistance or services to ELAs (non-instructional expenses, including planning, administration, evaluation, personnel development and coordination -- that are necessary and reasonable).

- Those costs associated with facilitating instructions for ELAs (salaries/fringes for instructors, instructor aides, and instructional supplies/materials directly related to allowable educational components).

  Note: Although instructor salaries can be paid out of SLIAG funds, classes paid for with federal SLIAG funds will **NOT** generate Budget/FTE.

- Those costs associated with educational counseling, recruitment, transportation and day care or baby-sitting services for ELAs receiving educational services.

Recordkeeping and Reporting

The college must maintain accurate accounting of the ELAs served in this project to ensure an accurate record of unduplicated number of ELAs to whom it provided services in a fiscal year. Student enrollment reports and financial expenditures documentation must be submitted by the first (1st) working day of the month for the preceding month.

Proposal Submission Schedule:

Request for Proposals Transmitted: April 1
Proposals Due: April 30
Notification of Selected Recipients: July 1

REFERENCES: Public Law 99 - 603, Section 204
Federal Register 45 CFR Parts 16 and 402, Vol. 53, No. 47
Memo CC-91-69
SLIAG Resource Guide, N. C. Department of Community Colleges
SLIAG Reporting Form - Adult Education and Instructions

CONTACT PERSON: Associate Director, HRD and SLIAG Programs (919) 733-7051 Ext. 453

JOB OPPORTUNITIES AND BASIC SKILLS PROGRAM
(JOBS)

The JOBS program of the Family Support Act is the national education, training, and employment program designed to provide services to Aid to Families with Dependent Children (AFDC) clients to enable them to become self-sufficient, economically independent citizens. Resources are targeted on those hardest to serve, particularly young women with children, and most at risk for long-term welfare dependency. Basic skills education is one of the most important tools an individual needs to achieve self-sufficiency. The JOBS program emphasizes a variety of education components. These include:

1. Basic and remedial education to achieve a basic literacy level;

2. Assistance in obtaining a high school diploma or its equivalent; and

3. Education in English as a Second Language.

The Division of Social Services is providing funds for the cost of training local community colleges and social services offices in the implementation of CASAS (Comprehensive Student Assessment System) for JOBS clients. Colleges may receive additional funds from their local DSS offices if the funding has been included in the local DSS plans.

CONTACT: Basic Skills Section

Apprenticeship

Related instruction for apprentices is that part of the technical and related information pertaining to their trade which is taught in the classroom. The North Carolina Community College System has the designated responsibility for providing related instruction for registered apprentices in North Carolina.

Local colleges are expected to make related instruction available for apprentices on an as-needed basis. Courses are generally provided in one of the following ways.

1. Courses are offered through the regular occupational program. These courses are designed for specific groups of apprentices and/or specific apprenticing trades. Classes may be taught on campus, at an industrial site or offered through supervised correspondence.

2. Courses are offered with special funds established by the General Assembly to provide related and supplemental instruction to support formal apprenticeship. These classes are offered for small numbers and are usually conducted in the same manner as regular occupational courses except that they do not earn regular budget FTE.

Applications for special funds to provide non-FTE earning classes of related instruction to support formal apprenticeship are submitted to the Department of Community Colleges in accordance with the procedure which is distributed annually to all colleges within the system. Recommendations for allocating funds are usually submitted to the State Board of Community Colleges for approval in May. Special funds are available for use at the beginning of the next fiscal year.

CONTACT: Mike Pittman, Program Coordinator for Apprenticeship Programs
919-733-7051, Ext. 437

REFERENCES: Accounting Procedures
NCAC

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FOCUSED INDUSTRIAL TRAINING

DESCRIPTION: This program, within the Business and Industry Services section, is a grant-funded training service operating at 31 of the 58 community colleges (as of June 30, 1991). FIT's primary purpose is to furnish additional resources to the colleges to allow them to offer occupational classes in critical industrial skills without concern for the usual constraints (minimum class enrollment, instructor salary, etc.) that attend FTE generating courses. Classes supported with these funds do not generate budget FTE. Currently each participating college receives $75,000 annually for this program.

PROCESS: Listed below are the basic activities to be following by an college in operating this program.

1. Conduct a needs assessment of critical occupational skills within the college's service area.

2. Select target industries and critical skills within those industries for focused attention.

3. In cooperation with the participating company, develop and operate courses customized to the particular needs of the company and the occupation. At lease one-third of the grant should be reserved for direct instructional costs.

4. Review and evaluate each training program periodically.

5. Each participating college must submit a biennial plan to the Department of Community Colleges by June 1; each year a detailed proposed budget, along with any revisions to the biennial plan, must be sent to the Department of Community Colleges by June 1. Complete guidelines for development of a FIT program are available from the Department of Community Colleges.

Those colleges which are not funded to operate a FIT Center may access a balance-of-state fund for smaller grants to support a specific training effort with a specific company.

If and when additional funds are appropriated to this program by the General Assembly, designation of additional FIT Centers, based on the appropriate demographics, will be made by the State Board of Community Colleges.

REFERENCES: NCAC 2E.0101(4)(C) (FIT Centers were originally named Cooperative Skill Training Programs.)
CC-88-259

CONTACT: Associate Director, Existing Industry Services (919) 733-7051
Ext. 411

NEW AND EXPANDING INDUSTRIES

DESCRIPTION: This categorically funded program is a customized training service for the new employees of a new or expanding company. Begun more than 30 years ago, it was the nation's first initiative to link skills training to industrial development. Representatives of the college, the Business and Industry Services Office, and the employer work together to plan and operate each training project. State funds, allotted to the sponsoring college on a project basis, are used to pay the essential training costs:

Instructor wages
Instructor travel
Materials development (shared with the company)
Video training tapes
Allowance for non-salvageable production materials
Temporary training facility

Other provisions necessary to a successful training program may be negotiated with the Regional Manager, Business and Industry Services. Classes conducted under this program do not earn budget FTE; however, an administrative allowance of 5% of the project costs is allotted to the sponsoring college. No fees or charges are assessed either the trainees or the companies.

PROCESS: The Regional Manager and the appropriate college personnel are responsible for preparing and submitting the required project documentation and records.

Training project data
Industrial training project profile
Industrial training funds Action Request
Agreement of Understanding

REFERENCES: NCAC 2E.0401 Training for New and Expanding Industry
Procedures Manual: Training for New and Expanding Industries (July, 1991)

CONTACT: Program Services (919) 733-7051
Associate Director, New Industry Training Ext. 407

SMALL BUSINESS CENTERS

DESCRIPTION: This program, within the Business and Industry Services Section of the Programs Division, provides an annual grant to selected colleges, enabling them to develop and deliver services designed expressly for small businesses. The primary purpose of this program is to furnish dedicated and categorical support to participating colleges for them to offer to existing or prospective small businesses training, counseling, and referral services without concern for the usual constraints associated with FTE-generating programs. Activities supported with these funds do not generate budget FTE. Currently 50 of the 58 colleges receive an annual grant of approximately $54,000 exclusively for the delivery of services to the small business community.

PROCESS: Listed below are the basic guidelines and principles governing the operation of this program:

1. Grant funds may be used for part or all of the salary for one full-time director and one support person. It is recommended that the SBC staff be supported by a combination of grant and regular budget funds.

2. At least $7,000 of the annual grant must be reserved for direct instructional costs. Courses, seminars and other instructional programs supported with SBC grant funds do not generate budget FTE.

3. Not more than $7,000 of the annual grant may be used for instructional equipment.

4. Grant funds may not be used for facilities, for classroom or office furnishings, for telephone service, or for other expenses normally provided with local funds.

5. Each center should conduct an assessment of small business needs within its service area; then operate programs whose content and format are designed to respond to those identified needs.

6. Each center should coordinate its programs with other service providers such as chambers of commerce, economic development agencies, and SBTDC offices; and should maintain an active advisory council.

7. Each center must complete and submit required reports.

REFERENCES: Small Business Center Guidelines, N. C. Dept. of Community Colleges, July 1991

CONTACT: Director, Small Business Centers (919) 733-7051, Ext. 409

CONTINUING EDUCATION

NUMBERED MEMOS

CC-81-97	Criteria for Courses of Instruction to be Offered to Groups Referred to in General Statutes 115D-5(c) and as Defined in NCAC 4E.0403 (4/9/81)
CC-81-145	Revised Forms for Approval of Courses of Instruction to be Offered to Immured (Captive or Co-opted) Groups Beginning with Fall Quarter 1981 (7/16/81)
CC-83-142	Decrease in Length of Course Hours and Content for Previously State Board Approved Courses to be Offered to Immured Groups under NCAC 2E.0403 (Extension Courses Only) (8/5/83)
CC-85-7	Approval of Curriculum Courses to be Offered to Immured Groups (1/14/85)
CC-86-301	Continuing Education Audit Criteria (11/20/86)
CC-88-25	Referral of High School Dropouts from the Public School System (1/29/88)
CC-88-238	Revised Form DCC 9-33 (8/22/88)
CC-88-253	Community Service Program Plan (9/16/88)
CC-88-259	Registration Fees for Small Business Centers and FIT (9/19/88)
CC-88-287	Admission - Legal Aliens, Former Residents of Other States (10/13/88)
CC-89-31	Waiver of Fees for Firefighting, Law Enforcement and Emergency Services Personnel (2/3/89)
CC-89-51	Request for Proposal for JTPA "Education Grants" (8% Projects) (2/21/89)
CC-89-59	New Procedure on Fire Service Instructor Methodology and Request for Instructors (2/20/89)
CC-S-89-73	Revised Quarterly Report for AHS Program (7/7/89)
CC-89-209	Reporting Student Hours for Literacy Programs (6/29/89)
CC-89-220	GED Essay Accountability Report and Institution Verification Forms DCC 9-35 (7/10/89)
CC-89-321	Procedures for Administering the TABE for Placement of Literacy Students (10/18/89)

CC-90-105	Revised Institution Class Report Instructions (Effective Summer Quarter 1990) (3/26/90)
CC-90-233	Community Service Program (7/2/90)
CC-90-299	Comprehensive Adult Student Assessment System (CASAS) Certified Trainers (8/24/90)
CC-90-337	College/Company Contract Training (10/4/90)
CC-90-338	Clarification Concerning Enrollment of High School Graduates in Basic Skills Classes and the 60/40 Rule and Special Projects (10/1/90)
CC-91-51	Workplace Literacy Classes (2/21/91)
CC-91-52	The Freeze and its Effect on the Visiting Artist Program (2/26/91)
CC-91-69	Request for Proposal for SLIAG "Adult Education Grants" (3/18/91)
CC-91-71	GED Annual Contract (3/13/91)
CC-91-129	Visiting Artist Program (5/14/91)
CC-91-143	Revised GED Application Form (5/31/91)
CC-91-154	Accountability and Credibility Plans (Internal Audit Plan) (6/10/91)
CC-91-168	Revised Extension Registration Data Reporting Instructions - DCC 7-2 (6/21/91)
CC-91-172	Master Course List - Continuing Education (Revised) (7/1/91)
CC-91-202	Adult Driver Education (MIC 3410) (7/25/91)
CC-92-50	Technical Assistance in Basic Skills Staff Training (2/14/92)
CC-92-70	Driver Training Instructor Program (2/21/92)
CC-92-73	Fee Waiver Clarification for W 977 CODE ENFORCEMENT Courses (2/26/92)
CC-92-94	North Carolina Vehicle Safety Inspection and Emissions Control Inspection (3/13/92)
CC-92-95	Child Care Credential I & II - Curriculum & Continuing Education (3/13/92)
CC-92-110	Compensatory Education Classes at Intermediate Care Facilities for the Mentally Retarded (ICFMR) (4/2/92)
CC-92-171	SCBA Objectives Approval - Ruling by N.C. Fire and Rescue Commission (5/18/92)

CC-92-181 Compensatory Education Classes at Intermediate Care Facilities for the Mentally Retarded (ICFMR) (6/9/92)

CC-92-286 Compensatory Education Classes at Intermediate Care Facilities for the Mentally Retarded (ICFMR) (8/25/92)

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
RALEIGH 27611

LARRY J. BLAKE
STATE PRESIDENT

919-733-7051

May 28, 1981

MEMORANDUM

TO: Presidents of Community Colleges, Technical Colleges, and Technical Institutes

FROM:
Vice President for Program Services

SUBJECT: Criteria for Courses of Instruction to be Offered to Immured Groups

Enclosed are the revised criteria for courses of instruction to be offered to immured groups as approved by the State Board of Community Colleges on April 9, 1981. These revised criteria will be utilized by the institutions in offering courses to immured groups beginning with the Fall Quarter, 1981.

The major changes are in Item 4 which establishes maximum hours for occupational, academic, and avocational courses. Due to the number of inquiries for interpretations which we have received, the following are provided to assist you.

1. Occupational extension courses may be offered up to a maximum of 330 hours per quarter per student. If an institution offers a course for fewer hours than 330, it may offer more than one course per quarter, but the combined courses should not exceed 330 hours per student.

   Example: A student may enroll in both a 160-hour occupational extension course and a 170-hour occupational extension course during the same quarter, since the combination of the two courses does not exceed the limit of 330 hours per quarter per student.

2. Students may enroll in a combination of academic and avocational courses not to exceed 66 hours per quarter per student.

   Example: A student may enroll for 40 hours in an academic extension course and 26 hours in an avocational extension course or vice versa.

3. A student may enroll in a combination of occupational, academic and avocational courses, but not to exceed the maximum of 330 hours per quarter per student for occupational courses and 66 hours per quarter per student for academic or avocational courses.

Example: A student may enroll in a carpentry course for 330 hours per quarter and a math course for 66 hours per quarter.

The criteria as specified permit a maximum of 330 hours for occupational courses and a maximum of 66 hours for academic and avocational courses; however, the institutions should be cautious in using a combination of the maximum hours as illustrated above; and such combinations should only be offered to students in extenuating circumstances.

4. Courses in curriculum programs offered to immured groups may be offered in the same combinations or configurations as approved to be offered by the institution to the students it serves.

If the department is successful in the General Assembly with proposed legislation to repeal Chapter 115D-5(c), institutions would then be able to offer courses without prior approval of the State Board of Community Colleges, but subject to these criteria and a post-audit of the courses.

Should you have further questions, please let us know.

HJO:gh

Enclosure

Approved: State Board of
Community Colleges 4/9/81

CRITERIA FOR COURSES OF INSTRUCTION TO BE OFFERED TO GROUPS REFERRED TO IN GENERAL STATUTES 115D-5(c) AND AS DEFINED IN NCAC 4E.0403

1. Courses of instruction to be offered shall meet the following criteria:

   A. The course of instruction must be identifiable as vocational, technical, general, avocational or college parallel education, and should be designed in terms of accepted educational principles and practices, both in terms of subject matter and time required to teach.

   B. All courses of instruction shall meet quality standards required for institutional accreditation by the Southern Association of Colleges and Schools.

   C. There must be a course plan, including outline, with specific learning objectives stated, and an evaluation method by which the student's progress is measured. The course plan should state the number of planned class meetings and the length of each class.

2. Technical and vocational courses of instruction shall be given highest priority.

3. Courses of instruction provided to Subject Groups shall not be functions expected to be performed by the requesting agencies.

4. Courses offered to Subject Groups should be comparable to courses offered to other individuals in course content and length with the exceptions of courses offered to Clients of Sheltered Workshops, Residents of Mental Retardation Centers, and In-Patients in Mental Hospitals. The following specific provisions are applicable to all courses offered to Subject Groups.

   A. Occupational extension courses may be offered up to a maximum of 330 hours per quarter per student.

   B. Academic and avocational extension courses may be offered up to a maximum of 66 hours per quarter per student.

   C. Occupational and academic curriculum programs and/or courses approved for offering by an institution may be offered to Subject Groups in accordance with NCAC 4E.0102(8)(9), 4E.0104, 4E.0201(c), and 4E.0203.

5. Recreational courses shall not be State funded, but may be offered to Subject Groups on a self-supporting basis.

6. All enrollments of Subject Groups shall be with the full knowledge of the clients.

7. No instructor or other employee of a community college, technical college, or technical institute shall engage in the normal management, supervisory and operational functions of the establishment in which the instruction is offered during the hours in which the instructor or other employee is employed for instructional or educational purposes.

CC-81-97

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
RALEIGH 27611

LARRY J. BLAKE
STATE PRESIDENT

919-733-7051

July 16, 1981

MEMO TO: Presidents of Community Colleges, Technical Colleges and Technical Institutes

FROM:
Vice President for Program Services

SUBJECT: Revised Forms for Approval of Courses of Instruction to be Offered to Immured Groups Beginning with Fall Quarter 1981

On April 9, the State Board of Community Colleges approved Criteria for Courses of Instruction to be Offered to Groups Referred to in General Statutes 115D-5 (c) and as Defined in NCAC 4E.0403. The revised criteria were sent to you on May 28, 1981, and will be applicable to all curriculum and extension courses submitted for approval for offering to all immured groups beginning with the Fall Quarter, 1981-82. (Attachment I)

House Bill 1206, Community Colleges--Captive Courses Deregulated, did not pass during this General Assembly Session. However, based on the revised criteria and current legal advice, we have concluded that once a course is approved by the State Board of Community Colleges for an institution to offer to one category of immured group, the institution will be authorized to offer the course to the same category of immured group at different locations. As long as the immured criteria approved by the State Board of Community Colleges on April 9, 1981, are followed, this approval will be continuous so long as the immured group category and course content remain the same or until changed or rescinded by the State Board of Community Colleges. FOR EXAMPLE: Once an institution is approved to offer Basic Quantity Cooking to Prison Inmates, the institution will be able to offer this course to prison inmates in other locations without further submission of an application for approval. A 20% increase or decrease in course hours of an approved course shall create a presumption that a change in course content has been made, therefore, a new application and approval shall be required.

If you can anticipate your future needs, please request the courses and immured group categories to fill needs now. We will begin processing requests for Fall Quarter, 1981-82 offerings to immured groups as soon as they are received on the revised form which is attached. We plan to present all Fall Quarter requests to the State Board of Community Colleges at the September, 1981, meeting.

Form DCC 9-14, Request for Approval for Curriculum Programs/Courses and Extension Courses to be Offered to "Captive" or "Co-opted" (Immured) Groups, is to be used for all curriculum and extension programs or courses. (Attachment II) For curriculum programs in the occupational area, institutions must have approval from the State Board to offer the curriculum prior to submitting an application for approval to offer the instruction to immured groups.

Form DCC 9-14 must be completed and supportive documents submitted for each curriculum or each individual extension course requested for each subject group to be served. Item 3 on the form is applicable to curriculum offerings and Item 4 to extension courses. Instructions for completing this form are included on the reverse side of the form.

Please submit a "Summary of Submitted Applications for Courses to be Offered to Immured Groups" rather than a cover memo as in the past. This summary listing by immured group category will serve as a check to insure accuracy and completeness of your materials. A blank form and a sample are included. (Attachment III)

One copy of Form DCC 9-14 with supportive documents should be submitted to:

Vice President for Program Services
Department of Community Colleges
114 W. Edenton Street
Raleigh, NC 27611

Please let us know if we may assist you further in implementing these new procedures.

HJO/bs
Attachments:

I. CRITERIA FOR COURSES OF INSTRUCTION TO BE OFFERED TO GROUPS REFERRED TO IN GENERAL STATUTES 115D-5(c) AND AS DEFINED IN NCAC 4E.0403 (CC-91-97)

II. REQUEST FOR APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO "CAPTIVE" OR CO-OPTED" (IMMURED) GROUPS (Form DCC 9-14 Rev.)

III. SUMMARY OF SUBMITTED APPLICATIONS FOR COURSES TO BE OFFERED TO IMMURED GROUPS

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
RALEIGH 27611

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

August 5, 1983

MEMORANDUM

TO: Presidents
Community College System

FROM: Bobby L. Anderson, Director BLA
Academic and Special Programs

SUBJECT: Decrease in Length of Course Hours and Content for Previously State Board Approved Courses to be Offered to Immured Groups under NCAC 2E.0403. (Extension Courses only!)

On July 16, 1981 a numbered memo, CC-81-145, was transmitted to your institution explaining the revised criteria and process to be used in submitting requests for State Board approval of courses to immured groups. A provision in this letter stated: "A 20% increase or decrease in course hours of an approved course shall create a presumption that a change in course content has been made, therefore, a new application and approval should be requested."

Due to the recent action of the General Assembly, there is a need to reconsider this provision as it applies to a 20% decrease in course hours or content. The tuition for practical skills and avocational extension courses was increased to $.75 per membership hour effective August 1, 1983. This action may necessitate a change in length of course hours and content to make them affordable.

In order to facilitate and assist you in the process of making changes, the provision of a 20% decrease in course hours is rescinded immediately. Therefore, your institution may decrease hours for a previously State Board approved immured course without submitting a new application and course plan to be approved by the State Board. However, any creation of a new course or a 20% increase in hours and content of a previously approved course by the State Board will require State Board approval. An application should continue to be submitted under the normal procedure explained in numbered memo CC-81-145 utilizing form DCC 9-14 for all new courses and those with more than a 20% increase in hours.

If I can assist you in your deliberations, please let me know.

/sh

Attachment: Form DCC 9-14

cc: Dean of Continuing Education

CC-83-142

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
RALEIGH 27611

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

January 14, 1985

MEMORANDUM

TO: Presidents

FROM: Sanford C. Shugart SCS
Vice President for Programs

SUBJECT: Approval of Curriculum Courses to be Offered to Immured Groups

With a new program approval process, it is necessary to clarify procedures to obtain approval for curriculum courses to be offered to immured groups. Generally, approval of curriculum courses for immured groups will continue to be governed by NCAC 2E.0403 using the criteria and procedures established in 1981 (CC-81-145, CC-81-97) with the following changes:

1. If you are seeking approval of a new curriculum to be offered in the immured setting only, the full curriculum approval process need not be followed. Specifically, the "Demonstration of Need" will be unnecessary. Instead, complete the usual form (DCC 9-14) and the second portion of the curriculum approval materials "Institutional Application for Vocational or Technical Curriculum" (CC-84-273). Note that the curriculum must meet the appropriate curriculum standard. Submit these forms to the Vice President for Program Services. Approval of the request by the State Board of Community Colleges shall constitute approval to offer the curriculum in the immured setting only.

2. All requests for approval of curriculum courses to be offered to immured groups should be sent to the Vice President for Program Services. Requests for approval of Extension Courses to be offered to immured groups should be sent to the Vice President for Adult and Continuing Education.

If you have questions or suggestions regarding this memo, please do not hesitate to call.

SCS/jw

CC-85-7

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
RALEIGH 27603-1712

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

November 20, 1986

MEMORANDUM

TO: Presidents
Community College System

FROM: Robert W. Scott RWS

SUBJECT: Continuing Education Audit Criteria

Enclosed is a copy of the "Criteria for Accountability and Credibility for Continuing Education" which the State Board of Community Colleges adopted at its November 13, 1986, meeting. I have also enclosed a copy of the statement I made to the Board on the entire continuing education situation.

With your help, we were able to develop criteria which provide adequate safeguards and, yet, are as practical as possible. We regret, as you do, the need for these criteria, but they are necessary to maintain a positive public image of our system.

Please develop your plan as soon as possible so that we can have all institutional plans in place by March 1, 1987.

I hope that you and your family have a safe and happy Thanksgiving.

RWS/EHWjr/gcw

Enclosures

CC: Deans of Continuing Education

CC-86-301

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

STATE BOARD OF COMMUNITY COLLEGES

Criteria for Accountability and Credibility
Continuing Education

The community college system's credibility is based solely on the performance of the institutions, individually and collectively. Accountability and credibility are two of the most important elements of the community college system's ability to achieve quality in teaching and learning and to provide effectiveness and efficiency in the overall management of institutions.

One of the primary ways this is accomplished is through a system of checks and balances designed to assure proper use of public funds. Each institution shall take immediate steps to review existing provisions for maintaining and protecting accountability and credibility. This review should include all existing safeguards designed to maintain the public trust.

An internal audit plan will be developed at each institution. The local board of trustees will adopt a policy which requires the development of an internal audit plan. The internal audit plan developed by the institution will be submitted to the Department of Community Colleges to determine if the plan addresses the criteria for accountability and credibility adopted by the State Board of Community Colleges. The approved plan must be submitted to the local board of trustees for information and/or approval. Periodic reports on the implementation of the auditing plan must be made to the local board of trustees. The plan must address specific actions for implementation of all the criteria outlined in one through five below:

1. On-site visits to each class

   A. The instructor's supervisor or designated representative as approved by the senior continuing education administrator will make at least one visit each quarter to all continuing education classes (all sections of each course) and will maintain written documentation for the purpose of establishing an audit trail. When the duration of the class restricts the ability to visit one class session, adequate documentation of the class' existence will be acceptable in lieu of a visit.

   B. When applicable, the next level supervisor will make selected unannounced visits each quarter and will maintain written documentation.

   C. The senior continuing education administrator will visit selected off-campus continuing education classes each quarter with no prenotification of these visits and will maintain written documentation of such visits. An off-campus class is defined as any class not held in institutionally owned or leased property or a center under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place therein.

2. Student Membership Verification

A. Appropriate forms signed by enrollees (class receipt forms, class registration forms, etc.) must be utilized for all continuing education classes and must be carefully checked. If the form must be signed by a teacher (most likely ABE or Compensatory Education), appropriate measures should be taken to assure that the students are enrolled properly. In all instances, State Board policies in the Administrative Code and the System's Accounting Manual shall be followed.

B. A random sample (of sufficient size) of the individuals registered in off-campus continuing education courses will be contacted to assure verification of actual attendance by a representative of the college as designated by the institutional president. Samples shall include courses which are held in locations and under conditions which might be subject to abuse.

3. Instructor Verification

A. Procedures associated with the payment of full-time and part-time personnel must include appropriate verification that services have been rendered and that proper personnel are being paid.

4. Institutional Approval Process for Conducting a Continuing Education Class

A. The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes consistent with the mission and role of the community college system. Classes which are held without prior approval will not earn budget FTE. Criteria for accreditation by the Southern Association of Colleges and Schools (SACS) prescribes that each college must have a planning and evaluation process. These criteria should be utilized when appropriate in developing and evaluating educational progress.

B. The institution will maintain an up-to-date master schedule, including day, time, and location, for all continuing education classes.

5. Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs

A. The institutional president, having overall responsibility for institutional administration, must take appropriate measures to ensure that the internal audit plan be maintained and that the institution complies with its approved procedures.

Department of Community Colleges

A. A thorough review of current operational procedures and audit practices is being undertaken to assure the accountability of the expenditure of public tax funds. A report of this review and recommended changes will be presented to the State Board of Community Colleges by February, 1987.

B. Audit exceptions which are deemed by the State President to necessitate the assessment of a penalty, in addition to normal restitution, will be presented to an ad hoc committee composed of not less than two State Board representatives, two community college presidents, one state Department of Community Colleges' representative, and one representative of the North Carolina Association of Community College Trustees. The representatives will be appointed by the chairpersons of the respective groups; however, none of the members of the committee shall be affiliated in any way with the institution in question.

This committee shall have full authority to recommend to the State President the amount of the assessment and the conditions and timetables for making the payment. The committee shall consider, when appropriate, the bonding company's actions and recommendations as well as recommendations and actions of appropriate law enforcement and judicial bodies involved. The State President shall consider and take into full account the recommendation(s) submitted to him by the committee in subsequently making his recommendation(s) to the full State Board, which has final authority in this area.

The institution may, if it disagrees with any or all of the State President's recommendation(s) to the State Board, appeal to the State Board and ask to be heard on the matter. The State Board shall determine if the appeal will be heard. The decision of the State Board regarding the recommendation(s) of the State President shall be final, except that the institution in question has the right to appeal the State Board's decision in the State courts under the appropriate General Statutes of the State of North Carolina.

In addition, audit exceptions involving the misappropriation of funds for any reason shall be subject to these same conditions.

C. Current procedures for audit exceptions which are not deemed to necessitate a penalty remain in effect.

STATEMENT
by State President Robert W. Scott
to the State Board of Community Colleges
November 13, 1986
Kinston, NC

Mr. Chairman and members of the board:

At your last meeting, I submitted some general principles that I felt should be followed as we developed guidelines to strengthen the auditing and monitoring procedures for continuing education classes in our local institutions. You instructed me to work with the institutions to develop guidelines based on those principles and bring them to you for your consideration. I have done that and have them ready for your deliberation this morning.

Before I present these guidelines, however, I would like to update the Board briefly on the SBI's investigation at Cape Fear Technical Institute.

I met last week with representatives of the SBI in Raleigh. I was informed that there is extensive evidence of bogus continuing education classes in Pender County. The latest estimates by the SBI show that over $1.34 million in state funds are involved and that this problem goes back at least to 1979. As many as 60 people may be involved in bogus classes offered in Pender County. There is also evidence of enrollment irregularities in fire training classes in New Hanover County. I would point out that, at this time, the irregularities in the fire training classes seem unrelated to the investigation in Pender County. There is also some concern about missing equipment and supplies.

The SBI also informed me that they plan to look at allegations at two other institutions -- Brunswick Technical College in Supply and Coastal Carolina Community College in Jacksonville. At this time, there is no formal investigation planned for these two institutions, the SBI is merely following up on leads that could possibly involve these colleges.

The SBI plans to assign more agents to this case in order to bring the investigation to a conclusion as rapidly as possible.

I also briefly want to mention the situation at Mitchell Community College in Statesville. Last month, Mitchell's president contacted the department to inform us that his staff had uncovered evidence of enrollment irregularities in one of the college's continuing education classes. The president immediately notified the SBI and an investigation is underway.

I mention Mitchell for this reason ... here is a case where the college's internal auditing procedures immediately detected a discrepancy in enrollment. This is how an institution's check and balance system is supposed to operate. Our system of internal controls, while not perfect, still works -- when the system is followed. I would add that the college's internal auditing controls caught the discrepancy. These were existing controls, not new ones recently added.

(more)

In a system as large as ours ... with literally hundreds of thousands of students -- thousands of faculty, administrators and employees -- and millions in state funds involved ... there is always the possibility that someone, somewhere, is going to try and beat the system. But as long as procedures are followed carefully (as they were in the case of Mitchell) it's very difficult to get away with.

That is not to say that revelations concerning the misuse of state money are not damaging to the system, or that these attempts hurt our credibility with the general public and the legislature.

We cannot dodge our responsibility, nor should we try. Thomas Jefferson once pointed out that when you assume a public trust, you should consider yourself public property. The integrity of our system is at stake. The public is looking at this board and our system to see if we are taking decisive steps to eliminate, as far as we can, any gaps in our existing auditing controls, and to further tighten our enrollment and monitoring procedures. We acknowledge that mistakes were made, but we pledge that every effort will be made to minimize the likelihood of this situation happening again.

I know our presidents are equally concerned. Many have already met with their boards, reviewed their procedures and, when they felt it needed, instituted additional controls on the local level. They realize that Cape Fear's problem is their's also ... that what happened at Cape Fear might possibly, though not likely, happen at their college ... and, believe me, they are taking a hard look to see if their own procedures are adequate.

I want to especially note that President Satterfield and the Cape Fear Board of Trustees are working hard to correct the situation there. They, like our department, are cooperating closely with the SBI in its investigation. I also want to reiterate that we must not overlook the fact that much good work has been done, and continues to be, done by a lot of fine people at Cape Fear Technical Institute, administrators and instructors, for the citizens of Pender and New Hanover counties.

I also want to point out that neither the state auditor's staff nor our own departmental auditors detected what was happening, or not happening in this case, at Cape Fear. Auditors from our department usually are able to check each of our 58 institutions annually. The state auditor's office visits every college in our system at least every two years. Some of the larger institutions are audited more frequently. But somehow, the situation at Cape Fear escaped detection by auditors from both departments.

While none of us condone what has happened at Cape Fear Technical Institute, and as red-faced as we are about it, there are some positive things I believe will come from this painful experience.

(more)

First, I believe there will be a thorough examination by our local institutions of not only their auditing and monitoring procedures, but of the whole area of continuing education programs. This, I believe, will lead to improved quality throughout the system.

Second, I am certain our departmental staff will be more diligent in carrying out our responsibilities. I make that assurance to you and to the public as long as I am your state president.

Third, I believe this experience will cause the 58 local boards of trustees to recognize more clearly their role and their responsibilities as the governing bodies of their institutions. The definition of "trusteeship" must come more clearly into focus.

Fourth, I feel this state board has the opportunity ... indeed the responsibility ... to say in clear and certain terms that it is aware of the trust placed in it. It has an opportunity to send a strong message of assurance to the public that it will use, when needed, its statutory authority ... to say nothing of its moral obligation ... to correct any weaknesses or shortcomings in our system that damages or even threatens the system's accountability, credibility, integrity or quality. The public is waiting to see how our system responds and the spotlight, in part, will be on the actions of this board, not only today but in the months ahead.

I now would like to turn the board's attention to the new procedures we have developed for your consideration. These auditing and monitoring guidelines for continuing education programs were drawn up in conjunction with a task force of presidents and deans of continuing education.

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DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

January 29, 1988

TO: Presidents

FROM: Delane F. Boyer, Coordinator
Adult High School Programs

SUBJECT: Referral of High School Dropouts from the Public School System

The purpose of this memorandum is to provide interim guidance on a high school dropout policy adopted by the State Board of Education (see attached memorandum) and sent to local superintendents on November 10, 1987, by the Department of Public Instruction. This policy was adopted as a result of Senate Bill 184 (copy attached) that directs the public schools to refer dropouts to appropriate services.

The policy adopted by the State Board of Education establishes a dropout referral system where a dropout may be referred to an extended day school, alternative school, or optional school program, including a community college system adult high school completion program. The policy stipulates that no student entering an alternative educational program will be allowed to graduate prior to his or her normal date of graduation without the written permission of the local superintendent.

The dropout referral policy adopted by the public school system is being reviewed by the department as to its impact on our existing policy on providing educational services to minors through the adult high school completion programs. In the interim, please use the following guidelines to administer your adult high school completion programs.

1. Continue to follow the policy as stated in the NCAC 2C .0305(b) for minors to be enrolled in the Adult High School Diploma or GED program. Accept the form or letter from the local school as a waiver of the six-month waiting period before the dropout can be enrolled in the Adult High School Diploma or GED program and continue to require a notarized petition from the minor's parent or legal guardian.

2. Continue to follow the policy under NCAC 2E .0303(d)(1) for minors who are incarcerated, patients in state-operated institutions, in the Job Corps or in the military.

3. Student dropouts referred by the public schools can be enrolled at anytime in the Adult High School Diploma or GED preparatory program and given the NC Competency Tests or GED tests as appropriate.

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4. No student referred under the new dropout policy will be allowed to graduate prior to his or her normal date of graduation without the written permission of the local superintendent. For students who do not have written permission to graduate prior to their graduating class, please indicate at the top of the GED application form (DCC 9-8) the date of their graduating class by writing:

   DO NOT AWARD DIPLOMA UNTIL: ______ ______ ______
   MONTH DAY YEAR

5. For minor students taking the GED tests who do have written permission from the local superintendent to graduate prior to their normal date of graduation, please attach a copy of the written permission to the GED application form (DCC 9-8).

6. Continue to follow the existing policy for those minors (16-17 year old) who have officially dropped out of high school for more than six months and who are not referred under the new public school policy. Continue to require a notarized petition from the parent or legal guardian of the minor student. For these students, the GED diploma can be awarded upon successful completion of the GED tests or the adult high school diploma can be awarded in accordance with your Agreement of Affiliation.

The new dropout referral policy requires a verification of the student's enrollment in the program to which the dropout was referred by the public school system.

Please share this information with your GED examiners. Should you have any questions on this matter, please call me at (919) 733-7051, Ext. 302.

DFB:jm

Attachments

NORTH CAROLINA
DEPARTMENT OF
PUBLIC INSTRUCTION

CRAIG PHILLIPS
STATE SUPERINTENDENT

116 West Edenton Street • Education Building
Raleigh • 27603-1712

THEODORE R. DRAIN
ASSISTANT STATE SUPERINTENDENT
SUPPORT SERVICES

November 10, 1987

MEMORANDUM

TO: Superintendents

FROM: Theodore R. Drain

RE: Actions of the State Board of Education:
(1) Amendments to State Board Policies and Procedures for Dropout Prevention
(2) Dropout Referral System

At its meeting on October 1, 1987, the State Board of Education took action on two documents related to dropout prevention. Both of these documents are attached.

The State Board of Education Policies and Procedures for Dropout Prevention were amended in several important ways, effective October 1, 1987. The major changes include the following provisions:

- All high schools having a ninth and tenth or a twelfth grade must have an in-school suspension program.
- Dropout prevention funds may be used in all grades, kindergarten through grade 12.
- Local plans for dropout prevention shall be submitted once every three years with annual updates.
- Up to 5% of the dropout prevention funds or $25,000, whichever is less, may be used for administrative costs, including administrative staff, supplies, and travel. Specifically, the eligible costs are:

. 6210-02-126	Salary-Supervisor
. 6210-02-186	Salary-Workshop Participant
. 6210-02-312	Workshop Expenses
. 6210-02-332	Travel-Supervisor
. 6210-02-412	Supplies and Materials

The dropout referral system implements a law passed by the General Assembly during its recent session. It provides a vital link through referral to further educational services for students who choose to drop out of school. The first option for referral is an extended school day, alternative school, or optional school program. If your school system does not have one of these options and you are interested in initiating such an effort, you may want to call on the Division of Support Programs for assistance. Please note that the superintendent's signature on the referral form does not constitute approval of an early graduatio. Written permission to graduate prior to the normal date of graduation would be considered as a separate matter. I urge you to work closely with your community college to assure that the referral does, indeed, lead to the successful completion of each student's course of study.

If you have questions as you implement the revised policies and the new referral system, please call Dennis Davis or Anne Bryan at 733-6286.

TRD/AB/cw

Attachments

cc: Dropout Prevention Coordinators

Attachment # 10

Dropout Referral System

Senate Bill 184

Recommendations for Implementation

1. If, after repeated intervention efforts by school system personnel, a youngster chooses to drop out of school, he/she is to be referred to an appropriate alternative for further educational services.
    a. "Appropriate" shall be defined as that program or service which best meets the needs of an individual youngster according to his/her age, present grade level, academic ability, and interests.
    b. Referral of a youngster to appropriate services shall occur at the time he/she drops out of the high school program in which he/she is currently enrolled.
2. Each student who drops out of the regular high school program shall first be referred to an extended school day program, alternative school, or optional school if such a program exists in the area and if it provides appropriate services for the individual.
3. If there is no alternative program available or if an existing alternative program operating in the LSAU does not meet the needs of an individual student, he/she will then be referred to the community college system.
4. Any student who drops out of a public school alternative program, including extended school day and optional school, shall be referred to the community college system.
5. Referral for appropriate educational services to any educational program shall be made on a form to be designed by the LSAU and to include the name of the student, date of birth, age, address, telephone number, current grade level, date of withdrawal, and recent test data (achievement and competency test data where appropriate and if applicable). The form shall be signed by the principal and the superintendent. (A sample form for referral is attached.) A copy of the referral form shall be kept in the student's cumulative folder for documentation of referral.

BEST COPY AVAILABLE

6. Beginning with the 1987-88 school year, there will be no required waiting period between the time a student drops out of school and the time he/she may enroll in an appropriate alternative program, including the community college system. However, no student entering an alternative educational program will be allowed to graduate prior to his/her normal date of graduation.

7. At the time a student drops out of the public school, he/she shall be coded W2. Upon his/her entry into an appropriate alternative program, including the community college system, the enrolling program shall notify the public school and the withdrawal code shall be changed to W1. W2's will then be reduced on the next principal's monthly report. If a student enrolls in an alternative program within the same school month of dropping out, he/she may be coded W1, thus eliminating the need to change withdrawal codes.

8. If at the end of six weeks, the public school has not received verification of the student's enrollment from the program to which he/she was referred, it is suggested that personnel from the public school make contact with that educational program to determine the youngster's status. It is recommended that school systems develop a systematic process for follow-up activities regarding dropouts.

9. This implementation process refers only to youngsters aged 16 or older. The community college system will not enroll any person under age 16. Some school systems do have alternative programs for students in the middle grades and junior high school. In that case, a youngster moving into such a program will be coded as a transfer. North Carolina law prohibits schools from dropping students from enrollment prior to age 16.

10. A student may be referred to an appropriate educational program with or without his/her consent.

SAMPLE

REFERRAL FOR ALTERNATIVE EDUCATION

Referring School: ____________________

Address: ____________________

____

Phone: ____________________

Agency Receiving Referral: ____________________

Address: ____________________

____

Date of Referral: ____________________

Signature of Person Completing Referral: ____________________

Title: ____________________

Student: ____________________ Age: ______

Date of Birth: ____________________ Phone: ______

Address: ____________________

____

Current Grade: ______ Date of Withdrawal: ____________________

Reason for Withdrawal: ____________________

MOST RECENT ACHIEVEMENT TEST DATA:

Test: ______ Form: ______ Date: ______

Total Reading Percentile: ______

Total Language Percentile: ______

Total Math Percentile: ______

COMPETENCY TEST SCORES (if applicable):

Date: ______________________________

Raw Scores: Reading: ____________________ Math: ________________________

Writing Essay: ______________ Writing Objective: ____________

____

Signature of Principal

____

Signature of Superintendent

____

Date

*Attach copy of student's transcript.

STATE BOARD OF EDUCATION

DROPOUT PREVENTION PROGRAM

POLICIES AND PROCEDURES

The 1985 General Assembly established the state dropout prevention fund as a part of the Basic Education Program. The intent of the General Assembly is to increase the number and range of services to high-risk students. It is the policy of the State Board of Education that dropout prevention be a part of the educational program of every local education agency. The Board has established the goal of reducing the dropout rate in every local education agency by one half from 1985 to 1993. The Board authorizes and directs the staff of the Department of Public Education to develop and provide guidelines, standards, informational materials, and programs and in any other appropriate way to support this statewide effort. The following policies and procedures, standards, and program options of the State Board of Education guide the implementation of the state dropout prevention fund. Other guidelines, standards, procedures, and manuals, when approved by the State Board, are incorporated and made a part of this policy as is set forth fully herein.

I. ADMINISTRATIVE GUIDELINES

1. Before funds can be used to meet other dropout prevention needs, all high schools having a ninth and tenth grade or a twelfth grade must have an in-school suspension program.
2. Funds may be used to support programs and services to high-risk students in all grades, kindergarten through grade 12.
3. Each school system shall develop and maintain an identifiable and targeted dropout prevention program to meet the needs of students at-risk of school failure. The dropout prevention program should be discrete and goal-oriented and constitute a new initiative to keep students in school.

I. ADMINISTRATIVE GUIDELINES (continued)

4. Each LEA shall submit a system-wide plan for dropout prevention once every three years with annual updates on forms to be provided by the Department of Public Instruction. The plan shall include a problem statement, objectives, strategies, and the method of evaluation and impact measures to be used. It shall include plans for all grades, kindergarten through 12.

5. Funds may be used to employ full-time or part-time personnel.

6. Funds may be used to compensate substitute teachers.

7. All personnel must hold State Board of Education certification appropriate for the teaching or student services (counselor, school psychologist, or school social worker) position held.

8. Up to 5% of the funds or $25,000, whichever is less, may be used for administrative costs, including administrative staff, supplies, and travel.

9. All work of staff employed through dropout prevention funds must directly benefit students at risk of dropping out. Dropout prevention staff may, however, share proportionately in routine duties carried out by all staff of a school.

10. State dropout prevention funds may not supplant dropout prevention programs funded from other state and federal sources (except Job Training Partnership Act funds.)

11. All Average Daily Membership positions which are generated by dropout prevention programs, such as extended school day and alternative schools, must remain within those programs to provide additional services to high-risk youths.

12. Funds may be used for dropout prevention programs throughout the twelve months of the fiscal year but may not be carried forward to the next fiscal year.

I. ADMINISTRATIVE GUIDELINES (continued)

13. Each LEA shall report the following information to the Department of Public Instruction: (1) data on programs implemented through the state dropout prevention fund, (2) status of compliance with the program standards and indicators adopted by the State Board of Education, and (3) data on dropouts. The Department of Public Instruction will specify data to be reported, provide forms and indicate reporting dates.

II. PROGRAM STANDARDS AND PERFORMANCE INDICATORS

Each LEA shall be expected to meet the following standards for dropout prevention as demonstrated through the related indicators in order to evaluate the program's impact:

A. Provide an alternative to out-of-school suspension by creating a learning and therapeutic environment within the school for students with problems which would normally lead to out-of-school suspension.

Indicator:
- A reduction in the number of out-of-school suspensions from the previous school year.
- A reduction in the number of in-school suspensions from the previous school year.

B. Develop and adopt by the local board of education a system-wide discipline policy incorporating a continuum of approaches to be used in addressing behavior problems.

Indicator:
- A reduction in the number of incidents and referrals to the principal's office for behavior problems from the previous school year.
- Completed copy of the adopted discipline policy.

C. Implement a system, using teachers, counselors, or other appropriate personnel, for early identification of high-risk students, grades K-12, with an emphasis on the early grades, K-3.

Indicator:

- Development and adoption of a system for the identification of high-risk students, kindergarten through grade 12.
- Development and maintenance of a profile of each high-risk student. The profile should include grades, truancy (attendance record), number of retentions and discipline problems.

D. Develop and enhance programs and services to identify, assess, and resolve difficulties which may interfere with a student's attendance.

Indicator:

- A reduction in truancy from the previous school year.

E. Establish linkages with community agencies for program support and coordination.

Indicator:

Development and adoption of written cooperative agreements with at least two community agencies serving high-risk students.

Collection of data on the number of referrals of individual students to community agencies (results to be submitted to state agency).

III. PROGRAM OPTIONS

A wide range of programs for dropout prevention is needed within every school system and community to complement the quality educational programs available to all students. Listed below are the types of programs which may be funded through state dropout prevention funds. Within these general options, the specific programs to be implemented will be determined by each local school system based on an assessment of needs and local priorities. Local programs may include components of one or more of these options, but every school system is encouraged to develop programs which can most effectively meet local needs.

A. In-School Suspension Programs

In-school suspension programs provide alternatives for students whose behavior is disruptive and could result in suspension or expulsion. The programs focus on reduction of disruptive behavior and provide classroom instruction as well as counseling.

B. Counseling for High-Risk Students

Counseling for high-risk students focuses the skills of counselors on preventing and alleviating the problems facing students which can lead to dropping out. Counselors identify high-risk students and follow up to assure that needed services are provided.

C. Early Identification and Intervention Programs

Early identification and intervention programs seek to recognize students who may face problems and prevent or ameliorate those problems before they become severe.

D. Extended School Day Programs

Extended school day programs are an extension of the conventional high school program designed to meet the particular learning needs and styles of dropouts and potential dropouts and offer them an alternative program for completing their high school education. Meeting in afternoon and evening hours, they offer flexibility in curriculum, scheduling, and teaching methods.

E. Job Placement Specialists

Job placement specialists identify potential dropouts and offer counseling, remediation, and job preparation services designed to meet their individual needs.

F. Transition Programs

Transition programs provide handicapped students and other potential dropouts with services that assist them in moving from school to the work environment and are designed to provide them with skills necessary to compete in today's society.

G. Special Programs for High-Risk Students

Special programs for high-risk students are designed to meet particular local needs and priorities. The basic requirement of each program is that its primary goal be keeping students in school. Among the types of programs that may be funded are:

- Academic remediation for high-risk students
- Alternative schools
- School-within-a-school
- Other programs that serve groups of high-risk students, such as the handicapped, single parents, offenders, substance abusers, or pregnant students, or provide special services, such as school social work or school psychology services to high-risk students.

GENERAL ASSEMBLY OF NORTH CAROLINA
1987 SESSION
RATIFIED BILL

CHAPTER 340
SENATE BILL 184

AN ACT TO DIRECT THE PUBLIC SCHOOLS TO REFER STUDENTS WHO DROP OUT OF THE PUBLIC SCHOOLS TO APPROPRIATE SERVICES.

The General Assembly of North Carolina enacts:

Section 1. G.S. 115C-47 is amended by adding a new subdivision to read:

"(32) To refer all students who drop out of the public schools to appropriate services. Local boards of education shall refer all students who drop out of the public schools to appropriate services. When appropriate public school services such as extended day programs are available, the local boards shall refer the students to those services. When appropriate public school programs are not available or are not suitable for certain students, the local board shall refer the students to the community college system or to other appropriate services."

Sec. 2. This act is effective upon ratification and shall apply to all school years beginning with the 1987-88 school year.

In the General Assembly read three times and ratified this the 12th day of June, 1987.

ROBERT B. JORDAN III
Robert B. Jordan III
President of the Senate

LISTON B. RAMSEY
Liston B. Ramsey
Speaker of the House of Representatives

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

August 22, 1988

MEMORANDUM

TO: Vice-Presidents/Deans of Continuing Education
Vice-Presidents/Deans of Instruction

Bob L. Anderson

FROM: Bobby L. Anderson, Director
Continuing Education Services

Roger Worthington, Director
Program Development Services

Roger Worthington

SUBJECT: Revised Form DCC 9-33

Attached is a revised form for use in requesting approval for curriculum programs/courses and extension courses to be offered to Correctional System inmates. You should begin using the new form immediately with your next request for program/course approval.

For extension courses, your president should forward three applications with course plans to Bobby L. Anderson, Director of Continuing Education. For curriculum, the same should be forwarded to Roger Worthington, Director of Program Development Services.

If we may assist you, please feel free to call.

BLA:RW:sh

Attachment

pc: Presidents
Dr. Janice Kennedy-Sloan

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

REQUEST FOR APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO CORRECTIONAL SYSTEM INMATES

CURRICULUM ☐ EXTENSION ☐

1. Community College Institution ______________________________

2. Name and Location of Prison Unit ______________________________

3. Curriculum: Title ____________________ Code Number __________
Attach a complete curriculum per format in compliance with curriculum standards (Appendix E Curriculum Standards Manual).

4. Extension Courses (Attach Course Plan)

   a. **Academic:** Course Title ______________________________

      Course Number ______________________________

   b. **Avocational:** Course Title ______________________________

      Course Number ______________________________

   c. **Occupational:** Course Title ______________________________

      Course Number ______________________________

   d. **Practical Skills:** Course Title ______________________________

      Course Number ______________________________

   e. **Other:** Course Title ______________________________

      Course Number ______________________________

   f. Length of Instruction:

      (1) Length of each class meeting in hours: __________
      (2) Number of weekly class meetings: __________
      (3) Total hours of instruction for the course: __________

   g. Length of comparable course offering in institutional/community setting: __________

5. Approved by the local President, Board of Trustees, and Local Unit Superintendent

______________________________ ______________________________
PRESIDENT CHAIRMAN, BOARD OF TRUSTEES

____
LOCAL UNIT SUPERINTENDENT

DCC 9-33
July 1988

INSTRUCTIONS FOR COMPLETING FORM DCC 9-33

A. Three copies of Form DCC 9-33 should be completed for each different curriculum or each different extension course for offering in each correctional institution.

B. Curriculum programs/courses and extension courses offered to correctional system inmates shall be implemented in accordance with criteria approved by the State Board of Community Colleges on April 9, 1981, and contained in Memo CC-81-97, May 28, 1981.

C. Extension courses should be classified in accordance with the list of courses in the current Extension Course Numbering System.

D. Indicate whether curriculum programs/courses or extension courses by checking the appropriate block on the application form.

E. An institution that desires to offer an occupational curriculum must submit (or have on file with the department) a curriculum that complies with the appropriate curriculum standard. Submit these forms to the Vice President for Program Services. Approval of the request by the State Board of Community Colleges shall constitute approval to offer the curriculum/course in the designated correctional institution only.

F. For extension courses, there must be a course plan, including an outline, with specific learning objectives stated, and an evaluation method by which the student's progress is measured.

G. Reporting System Requirements:

The following system will be used by each institution to report classes providing instruction to "captive" and "co-opted" (immured) groups on the Institution's Class Report, Form SS-1.

When classes for immured groups are reported on the SS-1 Form, designate by affixing the following code *P - Prisons (Correctional System Inmates)* in the first position of the course number. (For example, BUS P3001).

To maintain consistency between the course approval system and the FTE reporting system, it is necessary that each course prefix and number be included in both the course approval and FTE reporting systems.

APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO CORRECTIONAL SYSTEM INMATES

SIGNATURES:

Director of Prisons Department of Correction	Date
Educational Services Director Department of Correction	Date
Vice President for Programs Department of Community Colleges	Date

DCC 9-33
November 1989

APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO CORRECTIONAL SYSTEM INMATES

SIGNATURES:

______________________________ ____________
Director of Prisons Date
Department of Correction

______________________________ ____________
Educational Services Director Date
Department of Correction

For Extension Courses:

______________________________ ____________
Vice President, Adult & Continuing Education Date
Department of Community Colleges

For Curriculum Programs/Courses:

______________________________ ____________
Vice President, Programs Date
Department of Community Colleges

DCC 9-33
July 1988

IMMURED APPROVAL PROCESS FOR CORRECTIONAL SYSTEM INMATES

1. The application and course outline are reviewed and signed by the DCC Institutional President, Chairman of the Board of Trustees, and the DOC Local Unit Superintendent.

2. Three copies of the application and course plan are forwarded to the DCC Director of Continuing Education (Extension) or to the DCC Director of Program Development Services (Curriculum) by the Institutional President.

3. Three copies of the application and appropriate course plans are then forwarded to the DOC Educational Services Director for recommendations regarding approval.

4. The DOC Educational Services Director reviews the application to determine appropriateness consistent with the Long-Range Plan and refers, with recommendations, to the DOC Educational Planning Board.

5. The DOC Educational Planning Board reviews and recommends action to the DOC Educational Services Director.

6. The Educational Services Director signs and forwards approval forms to the DOC Director of Prisons.

7. The Director of Prisons signs and forwards approval forms to appropriate DCC Staff.

8. Appropriate DCC staff reviews approval forms and prepares initial approval letters for the State President's signature. Copies of these letters will be sent to the DOC Educational Services Director. Upon receipt of this initial letter of approval, the institution is authorized to offer the immured program/courses.

9. Recommendations for course offerings are then submitted to the State Board of Community Colleges for final action.

10. Following State Board of Community Colleges' approval, a copy of the monthly report will be shared with:

    A. The DOC Educational Services Director who will share with Correctional Facilities Superintendents, Institution Heads and other personnel as appropriate.

    B. The DCC Institutional President who will share with Deans of Continuing Education and other personnel as appropriate.

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

September 16, 1988

MEMORANDUM

TO: Vice-Presidents/Deans of Continuing Education

FROM: Bobby L. Anderson, Director B.L.A.
Continuing Education Services

SUBJECT: Community Service Program Plan

The State Board of Community Colleges adopted the attached procedures for implementing the community service block grant at its regular Board meeting on July 7, 1988.

I am happy to share with you all of the information to date as it applies to the implementation of community service courses. Attachment I is a definition of community service programs, criteria, and additional clarification as transmitted to presidents of institutions (CC-88-199) on July 12, 1988, from Thomas C. King, Jr., Vice President for Finance. Attachment II is an application form with instructions for your Community Service Program Plan (DCC 9-34) that must be returned to my office no later than November 1, 1988.

The effective date for implementation of the Community Service Program was July 1, 1988. If you began offering academic, avocational, practical skills courses, or cultural and civic activities during July and have already collected and deposited registration fees to the State Treasurer, you may write a refund check against state funds and deposit the amount to institutional funds.

To report student hours generated through courses or seminars in the avocational, practical skills, or academic course areas utilize the existing student hour reporting procedures and/or policies noted in NCAC 2D.0324 through 2D.0327. The college should not report the cultural and civic activities through the existing student hour reporting mechanism. These activities will be incorporated in the annual evaluation report submitted to the Department of Community Colleges.

CC-88-253

The department will be reviewing very carefully any request from institutions to transfer courses from the community service category into other categories. Approval of such transfers will be the exception rather than the rule.

If I may assist you, please let me know.

BLA:sh

Attachments

pc: Presidents
Dr. Janice Kennedy-Sloan

COMMUNITY SERVICE PROGRAM

Definition: A program designed to provide courses, seminars, and activities that (1) contribute to the community's overall cultural, civic and intellectual growth; and (2) assist adults in the development of new skills or the upgrading of existing ones in their avocational, academic, and practical skills areas of interest in order to improve the quality of lives of the North Carolina citizenry.

Academic Courses:

Designed to serve the academic needs of adult citizens, including courses in humanities, mathematics and science, and social science.

Practical Skills Courses:

Designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation, but may supplement income or may reasonably lead to employment.

Avocational Courses:

Designed to focus on an individual's personal or leisure needs rather than their occupation, profession, or employment.

Cultural and Civic Activities:

Designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions.

Allocation of Funds:

Grant to Institutions:

- $30,000 Base
- $.25 per adult 25 years of age in service area based on 1980 census
- $315 per FTE using average FTE for last three years
- Annual plan approved by Board of Trustees and Department of Community Colleges
- Annual evaluation report on annual plan to Department of Community Colleges

Non-FTE Generating and Categorical Funding:

Courses offered: General Public, Immured Groups, and Senior Citizens

Cost:

- Senior citizens (Free)
- Senior citizens may voluntarily contribute funds to college
- Senior citizens may pay for self-supporting classes

Accountability:

Subject to regular State Auditing Office and Department of Community Colleges' audits.

The changing of Community Service Programs to a non-budget producing FTE basis leaves the colleges short in the number of institutional support positions and administrative positions that heretofore have been earned through the additional enrollment allotment of the formula. Enrollment allotment positions are currently earned based on the college's total FTE. Inasmuch as the Community Service FTE will no longer be used for budget FTE purposes, this would reduce the non-instructional support positions earned by the college. By changing the ratios for allocating these positions, we will retain the same number which would have been earned had the FTE basis been continued at the level of 1987-88.

COMMUNITY SERVICE PROGRAM PLAN

Criteria for Community Service Courses

A. Courses offered will be those identified in the Continuing Education Course Numbering System as Academic, Avocational, Practical Skills, and Cultural and Civic Activities.

B. Courses offered will be in conformity with all applicable policies and regulations.

C. Courses offered will be non-FTE generating and categorically funded. These funds may not be used for any other purpose.

D. Courses should be offered to the general public, immured groups; and, in particular, to senior citizens in accordance with sound educational practices.

E. Courses should be offered in accordance with an institutional plan which shall be developed and submitted by November 1, 1988.

F. Courses offered will not be subject to the approved institutional accountability and credibility plan but will be subject to regular state and community college audits.

G. Institutions may charge registration fees for community service courses, seminars, or activities as determined by the local Boards of Trustees. These funds shall be deposited in an institutional account to be used to support the community service program. No budget/FTE will be earned for community service courses, seminars, or activities. Each college must employ an equivalent of one full-time position from either receipts collected from participants in the community service program or use a portion of the funds earned in the formula for additional enrollment allotment positions to employ an equivalent of one full-time position to coordinate the community service program. Block grant funds may not be used for administration or coordination of the program but shall be used to provide community service courses, seminars, or activities.

H. No registration fees or tuition will be collected from senior citizens, 65 years old or older, for community service courses. Senior citizens participating in a totally self-supporting program shall be charged as well as other participants.

I. Community service program enrollments shall be calculated for full-time equivalent student reporting purposes when one-half of the course has been completed, and only those students in attendance in one-half the classes prior to the census date shall be reported. Community Service FTE is not used for budget purposes but shall be reported to provide accounting for FTE served by the college.

COMMUNITY SERVICE PROGRAM

Additional clarification as presented in Numbered Memo CC-88-199.

Item F - Establishment of Tuition and Fees

1. Tuition rates remain the same in 1988-89 as in 1987-88.

2.a. Occupational extension registration fees remain fifteen dollars ($15.00) as was the case in 1987-88.

2.b. Community Service course fee structure has been changed in keeping with the new Block Grant approach. Each local board is delegated the responsibility to establish registration fees for Community Service Programs at its college. The fees may vary from course to course. There is no minimum or maximum fee required, and the Board may decide to offer some Community Service courses at no cost.

All Community Service fees shall be retained by the local college for support of the Community Service Program. The fees collected may be used to employ an individual, or individuals, as coordinators or administrators of the Community Service Programs. You may not use any Block Grant funds for hiring of coordinators or administrators. Should the fees not be sufficient to provide for an individual to perform these duties, you must use enrollment allotment funds. Fees collected shall be used to provide additional Community Service Programs or to cover the cost of administering this program.

Fees collected during 1987-88 for Community Service Programs and deposited in local institutional funds may be carried forward into the Community Service Program for 1988-89 and used as set out in the preceding paragraph.

4. The policy of not charging individuals who are legal residents of North Carolina who have attained the age of 65 remains in effect. Under extraordinary circumstances, when you provide a program that is totally self-supporting, senior citizens should be charged as any other participant. Note that we say "should"; however, if other participants are willing to pay the cost and allow senior citizens to participate at no cost, this would also be acceptable.

Item I - Community Service Block Grant

Block Grant funds may only be used to provide educational courses or cultural and civic activities. The administration and coordination or recruitment of these programs must be provided from either receipts collected or from the enrollment allotment positions allocated through the regular budget formula. Block Grant funds are to assure that the opportunities for the citizenry and, in particular, the senior citizens, are continued. These are categorical funds and may not be transferred to be used for other purposes.

Block Grant funds are not divided into salary and other cost categories. It is your responsibility to budget these funds as you anticipate spending them. They must be budgeted in the three categories which now constitute the Community Service Program. The manner in which they are budgeted should also reflect the activities set out in your Community Service Program Plan. Budget transfers among these categories will be a simple matter of submitting Form 104 to inform us of changes which may occur among these three categories during the year. You must code expenditures according to avocational, practical skills, academic, or cultural and civic activities. All receipts collected for these courses shall be deposited in an institutional account and disbursed directly from that account for costs incurred in the delivery or coordination of Community Service Programs.

Item J - Community Service Block Grant Hold-Harmless Provision

The funds required to carry this out have not been determined as of yet. They will be different than those shown on the earlier attachments based on changes in reported FTE. As soon as we have determined the correct amount, an additional allotment will be made available to assure a hold-harmless provision for enrollment allotments.

Attachment II

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
Division of Adult and Continuing Education
Continuing Education Services
Raleigh, North Carolina 27603-1337

COMMUNITY SERVICE PROGRAM PLAN

____
Institution Name

____
Person(s) Completing This Plan

____
Date Submitted

I. Describe the planned use of community service funds to implement academic, avocational, and practical skills courses for:

   A. General Public

   B. Immured Groups

   C. Senior Citizens

-OVER-

DCC 9-34
Aug. '88

II. Describe the planned use of community service funds for cultural and civic activities.

III. Describe the administrative support to be provided for Community Service Extension Courses.

APPROVED BY:

Vice President/Dean
of Continuing Education ______________________________ Date

President ______________________________ Date

Chairman of the Board
of Trustees ______________________________ Date

Vice President of Adult
and Continuing Education
Department of Community Colleges ______________________________ Date

INSTRUCTIONS FOR COMPLETING COMMUNITY SERVICE PROGRAM PLAN

Section I. The description of the planned use of community service extension course funds covered by this plan should include the following:

A. **General Public**

1. Estimate the amount of the grant to be used for services to the general public.
2. Estimate the number of persons to be served.

B. **Immured Groups**

1. Estimate the amount of funds to be used for services to immured groups. (New course offerings for immured groups must be approved on form DCC 9-14 or DCC 9-33.) A description of the planned use of funds should take into consideration the following groups:
    a. Correctional inmates (Based on the joint correctional education plan developed for your institution.)
    b. Residents of rest or nursing homes (Based on State Board position on the proper role for rest and nursing homes.)
    c. Clients of sheltered workshops
    d. Residents of alcoholic rehabilitation centers
    e. Residents of mental retardation centers
    f. Military personnel on base
    g. In-patients in mental hospitals
2. Estimate the number of persons to be served.

C. **Senior Citizens**

1. Estimate the amount of funds to be used for services to senior citizens in addition to those funds indicated above for immured groups. Describe the efforts to be undertaken to assure that appropriate courses will be provided to senior citizens free of cost. Consideration should also be given to institutional policies on length of course, class size, and course repetition.
2. Estimate the number of persons to be served.

Section II. Describe your institutions planned involvement in the cultural and civic activities in your service area.

Section III. List the names and titles of all individuals who will provide direct administrative support for Community Service Extension Courses. Specify the amount of time each individual will devote to this effort.

DCC 9-34
Aug. '88

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

SEP 20

September 19, 1988

MEMORANDUM

TO: Continuing Education Directors/Deans
Directors of Small Business Centers
Directors of Focused Industrial Training
Business Managers

FROM: Larry Morgan, Director
Auditing and Accounting
Larry Morgan

Jean Overton, Director
Small Business Programs
Jean Overton

John Wiles, Consultant
Business and Industry Services
John Wiles

SUBJECT: Registration Fees for Small Business Centers and Focused Industrial Training

Recently, our office has received several inquiries regarding the application of registration fees for programs sponsored by the Small Business Centers. Information was developed to address this issue and subsequently included in material mailed to the colleges in April, 1987. However, this information has not been applied consistently.

Enclosed is the information which has been updated to reflect recent program changes originally mailed to the colleges in April, 1987 (see enclosure). Basically, the enclosure identifies the applicable situations to charge registration fees to students/clients participating in Small Business Center programs and Focused Industrial Training (formerly identified as Cooperative Skills Training).

Please share this information with the appropriate individuals at your college and do not hesitate to contact us if you have additional questions.

LM/JO/wd

Enclosure

cc: Community College Presidents

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

4/87
Amended 8/88

DEFINITIONS FOR CLASSIFYING SMALL BUSINESS CENTER AND FOCUSED INDUSTRIAL TRAINING PROGRAM ACTIVITIES

Small Business Center and Focused Industrial Training Program activities are to be classified as either a course/workshop, a conference, or a seminar/meeting for the purpose of reporting student membership hours and for the collection of registration fees.

A registration fee will be collected for all activities supported with Small Business or Focused Industrial Training Program funds which are classified as a course and/or workshop. Activities that are classified as a conference or a seminar/meeting which are supported with Small Business Center or Focused Industrial Training Program funds will not collect a registration fee. Small Business Center or Focused Industrial Training classes that are funded with regular budget FTE funds will be subject to requirements for charging applicable registration fees, and also, to the policy for full-time equivalent student and student membership hour reporting (NCAC 2D.0324). Also, when reporting student hours for Small Business Center classes or activities note unique class designations assigned through the continuing education course numbering system. The following definitions will be used for classifying activities for Small Business Center and Focused Industrial Training Programs.

Course/Workshop

A course/workshop is a sequential offering generally under a single instructor meeting on a regular basis for a stipulated number of class sessions over a short period of time. Ordinarily, a course/workshop would be offered for at least ten hours unless it is mandated by a state or an accrediting agency for less hours. In establishing courses and workshops, you should assure that the following conditions have been included in your course outline:

(a) Tests or examinations would generally be given depending upon the course requirements.

(b) Although courses can be informal in nature, they still need to retain sufficient structure in order to be a recognizable course.

(c) Note NCAC 2E.0101(2) which defines continuing education programs.

Conference

A conference is a general type of meeting usually of one or more day's duration, attended by a large number of people. A conference will have a central theme, but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion is often a related activity.

Seminar/Meeting

A seminar/meeting is a small grouping of people meeting primarily for discussion under the direction of a leader or resource person or persons. Seminars/meetings are generally one-time offerings even though they may continue for more than one day.

If questions develop regarding the above information, please contact Dr. Jean Overton, Director of Small Business; Mr. John Wiles, Senior Program Consultant, Business and Industry Services; Mr. Larry Morgan, Director, Division of Auditing and Accounting, Department of Community Colleges.

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

October 13, 1988

MEMORANDUM

TO: Presidents
Community College System

FROM: Edward H. Wison, Jr.
Executive Vice President EHW

SUBJECT: ADMISSION - Legal-Aliens,' Former Residents of Other States

It is my understanding that legal aliens and former residents of other states who: (1) are less than 18 years old, (2) have neither completed high school or its equivalent nor attended elementary or secondary school in this state, (3) do not have a parent or legal guardian in this state, and (4) who have not been emancipated pursuant to the law of this state, are seeking admission to our colleges.

Rule 23 NCAC 2C.0305 (Education Services for Minors) does not appear to address these situations. The primary purpose of rule 23NCAC 2C.0305 is to discourage high school students from dropping out of school to attend our colleges. It appears that this concern would not apply to legal aliens meeting the conditions set forth above. Theferore, the Department hereby waves the requirements of rule 23NCAC.0305 concerning prior approval of the local educational agency or parent or legal guardian as a precondition for admission to our colleges. Further the Department advises the colleges to obtain releases from the local educational ~~agency~~ prior to admission of persons who are former residents of other state who meet the conditions set forth above. However, both legal aliens and former residents of other states must meet the state residency requirements to be classified as North Carolina residents for tuition purposes.

CC-88-287

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

February 3, 1989

MEMORANDUM

TO: Presidents, Deans, Registrars

FROM: Sanford C. Shugart
Vice President for Programs

SUBJECT: Waiver of Fees for Firefighting, Law Enforcement and Emergency Services Personnel

Chapter 115D-5(b) authorizes the State Board of Community Colleges to waive tuition and fees for "local" firefighting, law enforcement, rescue and lifesaving personnel, among others in continuing education courses (and B.L.E.T.) related to these functions. For some time, questions have arisen regarding military, civil service and other federal employees in these emergency services jobs.

At its January meeting, the State Board clarified its intent regarding these provisions:

> "It is the intent of the State Board of Community Colleges that tuition and fees shall be waived for federal criminal justice personnel, law enforcement personnel, firefighting personnel, lifesaving personnel and rescue personnel in the same manner as all other similar groups of state and local emergency services and public safety personnel provided that the permanent duty station of these personnel is within North Carolina.

We believe that the fiscal impact of this change will be minimal (between $1500 and $15,000 statewide); but hope it will simplify your training arrangements with federal and military agencies.

For any clarifications, please contact Mr. Chuck Barham or Mr. Ken Farmer here in the Department.

Thank you.

SCS/jw
cc: Chuck Barham
Ken Farmer
Bill Cole

CC-89-31

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

February 21, 1989

MEMORANDUM

TO: Presidents
North Carolina Community Colleges

FROM: Sanford C. Shugart, Vice President for Programs
William R. Pursell, Director, JTPA Program Services

SUBJECT: Request for Proposals for JTPA "Education Grants" (8% Projects)

The Department of Community Colleges is requesting proposals from community colleges for grants to support programs under the "Education Coordination and Grants" (8%) section of the Job Training Partnership Act to be operated during Program Year 1989 (July 1, 1989 - June 30, 1990).

This memorandum is intended to be an executive summary of the program as well as a transmittal notice of the Request for Proposals (RFP). Attached is a copy of the appropriate "Preliminary Program Description, Attachment A," which was submitted to the N.C. Division of Employment and Training (DET) by the local Private Industry Council(s)(PIC). Also attached is a copy of the RFP which contains those documents to be submitted as a part of the proposal(s).

As you are aware, as part of the strategic planning process, the DET has broadened the role of the local PICs in the planning of the 8% program to include the identification of local training needs and the PIC's priorities for training programs to deal with those needs. Therefore, proposing institutions must submit proposals which are responsive to these needs and are consistent with the program priorities as outlined in the Attachment A(s).

As you consider responding to this RFP, please be aware of the fact that the total anticipated funds needed throughout the state as indicated by the Attachment A's far exceeds the total of the funds available. Therefore, the department will not be able to fund all proposed programs and the requested budgets should be kept to the barest minimum. **Also, please note that grants will be made contingent upon the availability of funds to the department.**

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

As you consider responding to the RFP, there are several facts about which you need to be aware:

- the Job Training Partnership Act requires a minimum of a dollar-for-dollar matching of the 8% funds which may be either in cash or in-kind services;
- coordination between the local institutions and local JTPA administrative entities must take place and cooperative agreements and PIC concurrence forms must accompany proposals;
- the intent of the program is to provide training for and/or related services to eligible JTPA participants, so requests for the purchase of equipment must be kept to a minimum;
- JTPA funds will not generate regular budget FTE, but will generate administrative funds (approximately 20% of curriculum budget FTE). Only when JTPA funds are used to support instructional costs will regular budget FTEs be granted.

The deadline for submission of proposals is **5:00 P.M. on April 3, 1989.** Three copies must be submitted to

JTPA Program Services
Department of Community Colleges
200 W. Jones Street
Raleigh, NC 27603-1337

To further expedite the coordination with other JTPA entities, a synopsis of this RFP has been transmitted to the offices of local JTPA SDA. In addition, we strongly recommend that you or a member of your staff contact the director(s) of the appropriate SDA(s) to inform him/her of your intentions regarding the program and to further involve him/her in the planning process.

If you have any questions regarding this information, technical questions about the planning process or if assistance is needed, please contact Bill Pursell, Stephanie Deese, or the DCC/JTPA Coordinator assigned to your institution at (919) 733-7051.

SCS/WRP/SD/bl

Attachments

c: Deans of Continuing Education
Institutional JTPA Coordinators
Division of Employment and Training

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337
919-733-7051

ROBERT W. SCOTT
STATE PRESIDENT

RECEIVED
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February 20, 1989

MEMORANDUM

TO: All Continuing Education and Extension Directors
All Emergency Services Training Coordinators

FROM: Ken Farmer, Director
Fire Training Services

SUBJECT: New Procedure on Fire Service Instructor Methodology and Request for Instructors

In July of 1988, the North Carolina Fire Commission and the Fire Training Services Section of the North Carolina Department of Community Colleges adopted a new program of Fire Instructor Certification. The new program placed the responsibility for the delivery of Fire Instructor Methodology Training on the staff of Fire Training Services Section.

Our staff has developed a revised instructor methodology training program and some new procedures for its implementation.

1. In order to insure that all Fire Commission requirements are met on a uniform basis throughout the state, the Regional Fire Training Coordinator has the sole authority to schedule and coordinate the delivery of methodology training programs.
2. All students will be required to pass all knowledge exams and related tests by a minimum of 70%.
3. Instructors who deliver this program must meet all state standards as established by the Fire Training Services Section of the North Carolina Department of Community Colleges. These instructors must also participate in a special training program on the delivery of the course material.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

The methodology course will continue to be offered by the local community college and will earn budget FTE credit. The various changes are being made due to the commitment on our part to adhere rigidly to the Fire Commission Instructor Standards Program.

Please review the attached procedure. If you have any questions, please contact your respective Regional Fire Training Coordinator.

KF/sdb

Attachments

cc: Sanford Shugart
Joe Sturdivant
Dave Cauble
Tim Bradley

February 1989

METHODOLOGY TRAINING AND DELIVERY POLICY
FIRE TRAINING SERVICES
NC DEPARTMENT OF COMMUNITY COLLEGES

OVERVIEW: In order to meet the requirements of the NC Fire Commission Instructor Manual Section 403 which requires the staff of the Fire Training Services Section of the North Carolina Department of Community Colleges to deliver instructor methodology to all potential fire service instructors in North Carolina this policy is adopted. To clarify roles and assign clear responsibilities the following procedures are adopted for the delivery of instructor methodology training effective 2/1/89.

1. COURSE MATERIAL: The course material used must be the approved "Fire Instructor Methodology Training Program" as adopted by the Fire Training Services Section of the NC Department of Community Colleges on or after 2/1/89. The Course outline may be obtained from the respective Regional Fire Training Coordinator for review purposes only and may not be copied for any reason. All copies are the sole property of the Fire Training Services Section of the Department of Community Colleges. Copies of the course materials will be assigned to qualified instructors.

2. COURSE LENGTH: The minimum class length shall be 37 instructional hours. There shall be additional class hours by a factor of one hour and fifteen minutes (1:15) for each student in the course to allow for presentation time. There shall also be one hour allotted for examinations at the end of or during the course delivery (Example: Class of 15 students - approximate class length: 57 hours and 45 minutes)

3. CLASS SIZE: The maximum class size is 15 students. A minimum class size will be set by the responsible regional fire training coordinator in cooperation with the local community college supporting the delivery of the instructional program.

4. PRESENTERS/INSTRUCTOR: The lead instructor shall be one of the following: A) A NC Community College Fire Training Services Regional Fire Training Coordinator or the Director of Fire Training Services; B) A team of NC Community College Regional Fire Training Coordinators; C) A selected group of specially trained qualified instructors. The lead instructor shall be defined as the primary person who schedules, conducts, and evaluates the program.

5. TESTING: All course material knowledge examinations shall be administered by the respective Regional Fire Training Coordinator. The Fire Service Knowledge examination will be administered by the NC Fire Commission and will be presented to students by the respective Regional Fire Training Coordinator:

6. OBJECTIVES: All students shall meet all identified objectives of NFPA 1041 as specified by the NC Fire Commission in Section 403 of the Fire Instructor Certification Manual. These objectives shall include all of Level I and II objectives for State Fire Instructor Certification. Objectives meeting levels III and IV may be met as indicated by the class objectives.

7. ACCEPTED METHODOLOGY EQUIVALENTS: Individuals must submit a written request to the Director of Fire Training Services for the NC Department of Community Colleges to accept other instructional methodology training equivalent such as college or university course work, military programs, and other state's fire instructor certification. The decision of the Director may be appealed to the NC Firefighter Certification Board.

8. COURSE DELIVERY: The Course will be delivered upon demand in the state. Requests for classes must be submitted in writing to the respective Fire Training Coordinator.
Each class shall be scheduled by the respective Regional Fire Training Coordinator with at least a 30 day advanced notice. Justification for each class must be provided to the Director of Fire Training Services and each class must have the written approval of the Director of Fire Training Services of the NC Department of Community Colleges prior to it's official announcement.

9. COORDINATOR RESPONSIBILITIES: The following areas of instruction shall be delivered solely by the respective Fire Training Coordinator or another Fire Training Coordinator:

1. Instructor Evaluation - 1 hour and fifteen minutes per student
2. Test Batteries - 1 hour
3. Fire Commission Procedures - 2 hours
4. Community College Procedures - 1 hour
5. Instructor Liability - 1 hour

10. EVALUATION: All programs shall be evaluated on a regular basis. There shall be a formal written evaluation done by each student at the conclusion of each course.

11. INSTRUCTOR LIABILITY TRAINING: During the course each instructor candidate shall receive a block of instructions on the concepts and issues related to instructor liability. This shall include but is not limited to liability insurance; Fire Commission penalties; Standards based training; and proper roles and responsibilities.

12. COMMUNITY COLLEGE PROCEDURES TRAINING: During the course each instructor candidate must receive a block of instructions on the following issues related to the Community College System:

a. Class Rosters
b. Class Registration and Forms
c. The FTE System
d. Internal and External audit issues

e. Class Outlines requirements
f. 50% Attendance point, 20% Registration point
g. Class room security
h. Salary issues
i. Contract issues
j. Alien and other Forms
k. Other Information as needed

13. CLASS ATTENDANCE: Attendance at all classes is required. Excused absences up to 10% of the class may be allowed with instructor approval. Make up time is optional depending upon the decision of the instructor.

14. MASTER CALENDAR: The Director of Fire Training Services shall maintain a master calendar of all instructor development and certification deliveries in the state at all time. This calendar shall be established on a minimum of six months on advance after July 1, 1989. This calendar shall be distributed to all interested parties upon request.

15. REQUIRED STUDENT MATERIAL: All students will be provided a student manual for this course by the Department of Community Colleges, Fire Training Services Section. Each student will be responsible to provide a copy of the current edition of the International Fire Service Training Association (IFSTA) Fire Service Instructor Manual. The North Carolina Fire Commission will provide one copy per student of the current Fire Instructor Certification Manual.

16. EXAMINATIONS: As part of the course all students will be given either a series or a single examination to test their comprehension of the course material presented. The minimum passing score for all examinations is 70% correct.

17. CLASS SUBJECTS AND HOURS OF INSTRUCTION: The following minimum hours and subjects are established for this program:

SUBJECT	HOURS
1. COMMUNICATIONS	6
2. WRITING PERFORMANCE OBJECTIVES	6
3. ASSESSMENT TECHNIQUES	4
4. RESOURCES FOR THE INSTRUCTOR	2
5. EFFECTIVE LESSON PLAN DEVELOPMENT	8
6. CLASSROOM & STUDENT MANAGEMENT	3
7. METHODS OF INSTRUCTION	2-4
8. AUDIO VISUAL MEDIA	2-4
9. PROCEDURES AND LIABILITY	4
TOTAL HOURS	37-41

18. DELIVERY PLAN: Upon the request and approval for a course to be conducted the following events will occur:

a. 60 days prior:
  1. Instructor team assigned and scheduled
  2. Facilities will be confirmed
  3. Potential students will be contacted in regards to interest and will be screened for compliance with Commission prerequisites

b. 30 days prior:
  1. All qualified students will be notified of acceptance
  2. All class materials will be assembled

c. 10 days prior: All students will be confirmed via phone or letter of attendance

ADOPTED EFFECTIVE FEBRUARY 1, 1989 NC DEPARTMENT OF COMMUNITY COLLEGES, FIRE TRAINING SERVICES SECTION

APPROVED BY NC FIREFIGHTER CERTIFICATION BOARD : JANUARY 25, 1989

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

July 7, 1989

MEMORANDUM

TO: Presidents

FROM: Delane F. Boyer, Coordinator
Adult High School Programs

SUBJECT: Revised Quarterly Report for AHS Program

Attached is the revised quarterly report form, DCC 9-10, to use in reporting the number of Adult High School diplomas awarded.

Please note that the revision of this form includes a requirement to list the names with respective social security numbers for those individuals awarded an Adult High School diploma on the reverse side of the form. The list of names will be used to compute incentive funds for each college offering the Adult High School Diploma program. We are also asking the president to sign the form to attest to the number of diplomas awarded. The number of diplomas awarded should be consistent with what is reported in the Annual Literacy Data Report. A copy of this quarterly report with the list of names should be kept on file for audit purposes.

The attached form is to be used beginning with the 1989 summer quarter. Should there be no diplomas awarded during the quarter, please indicate with a zero and submit the report.

Thank you for your support and cooperation. Should you have any questions, please call me or Joy Matthews at (919) 733-7051, ext. 655.

DFB:jm

Attachment

pc: Dr. Janice Kennedy-Sloan
Mr. Bobby L. Anderson

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

June 29, 1989

MEMORANDUM

TO: Presidents
Deans/Directors of Continuing Education
Business Managers

FROM: Thomas C. King, Jr. King
Vice President for Finance

Janice Kennedy-Sloan Janice K. Sloan
Vice President for Adult & Continuing
Education

SUBJECT: Reporting Student Hours for Literacy Programs

Memorandum CC-89-172 dated June 2, 1989 from the department indicated that "Effective with Summer Quarter, 1989, all Literacy Programs (ABE, GED, AHS, and Compensatory Education) classes must be reported under the Contact Hour Rule." Due to numerous questions received, we are enclosing additional information to assist you in applying contact hour reporting in literacy programs beginning Summer Quarter, 1989 so that college reporting procedures will be uniformly applied. The clarifications are offered below:

A. All literacy classes will be reported based on actual student attendance (contact). That is, a student would have to actually attend a given class period in order for that time to be reported to the department.

B. Literacy classes are divided into two categories for reporting purposes.

   I. Regularly scheduled classes as per NCAC 2D.0324(a)(1).

      a. Each class hour of instruction shall be scheduled for 60 minutes.

      b. The college shall provide for a minimum of 50 minutes of instruction for each scheduled 60-minute hour.

c. A student shall be considered in attendance only if he or she is present for a given class. If the student attends a given class meeting, the number of hours scheduled for that class shall be reported for that student. If the student is not in attendance for that class meeting, no student hours shall be reported for that student for that class meeting.

- A student is defined to be in attendance in a given class if the student attends at least one-half (½) of the scheduled class meeting.

- For example, if a student attends a scheduled three-hour Adult Basic Education class for 1½ hours, the student would be deemed in attendance and three hours would be reported for that student for that particular class meeting.

d. A regularly scheduled literacy class should not exceed a three-hour session. For example, a regularly scheduled literacy class should not be scheduled from 6:00 p.m. until 10:00 p.m. in one evening session.

e. Breaks of 10 minutes could be utilized each hour or during the period of instruction, but could not be accumulated. For example, a class scheduled from 6:00 p.m. until 9:00 p.m. could not "save" breaks to the end of the period, adjourn one-half hour early, and report three hours per student in attendance.

f. Student attendance must be documented on the class attendance record.

g. Student hours reported for any student could not exceed the number of hours the class is scheduled to meet on the class contract.

II. Non-regularly scheduled classes as defined by NCAC 2D.0324(b)(1).

a. All non-regularly scheduled literacy classes will have student hours calculated, reported, and documented consistent with NCAC 2D.0324(b).

b. A contact hour is defined as 60 minutes of instruction as per NCAC 2D.0324(b)(3).

c. A student sign-in/sign-out record or time clock should be utilized to document student attendance. Students taking individual short breaks would not have to sign out. If a scheduled class break is taken, the break time could not be included in the time reported for that class meeting.

If you have any questions, please contact Bill Cole at (919) 733-7051, extension 203; or Bobby Anderson at extension 309.

TCKjr/JKS/jmh

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

July 10, 1989

To: GED Examiners/Alternate Examiners

From: Ana Cuomo, GED Essay Coordinator ac

Subject: GED Essay Accountability Report and Institutional Verification Form DCC 9-35/IMPORTANT UPDATES FROM GEDTS

With the implementation of the GED Essay component in July of 1988, you have been required to verify and account for the number of essays scored by GEDTS **each week**. Since that time, you have been using a **DRAFT** copy of the GED Essay Accountability Report and Institutional Verification Form. DCC has adopted the form and assigned it a number--DCC 9-35. Enclosed is the final copy of the form to photocopy when reporting the number of essays scored each week by GEDTS. Discard any previous versions of the form.

Please make sure the **ENTIRE** form is filled out when sending it to me--it is imperative that **ALL** of the information on the form be filled out. Send me the verification form with a copy of the score report and the certified mail receipt (or a photocopy). **Do not send me the Candidate Roster Sheet**--that is for your records only! DCC has a facsimile machine if you would like to send it that way; our FAX number is 919-733-0680.

We are trying to better coordinate the distribution of essay topic letters. GEDTS has assured us that we will receive the master topic letter in the state office two weeks prior to its rotation date. This will give me enough time to photocopy it and send it to all of you. In the event that it arrives here too close to the rotation date, GEDTS has given me permission to extend the deadline dates. The change will be noted on the topic letter when you receive it. A new essay topic letter was mailed to you on June 15 with a topic rotation date of June 23. If you have not received it, let me know.

PLEASE READ THE ENCLOSED MEMO FROM GEDTS; it will answer many of your questions regarding delayed/incorrect lithocodes, score reports, etc. Please check your center i.d. number, address, and **ZIP CODE** on your contract; notify GEDTS of any changes that need to be made. If you have not filled out the "ORDER FOR ESSAY SCORING SERVICES" sheet, and mailed the appropriate copies to GEDTS and this office, please do so at once. You will not receive envelopes until GEDTS has this information. GEDTS has revised the essay envelopes (without labels to attach) and you should be receiving them soon. Continue to send your objective test answer sheets using the yellow labels only!

I have a lost score report dated 4/25 with the following eight lithocode numbers on it: 1276338; 1276338; 1276340; 1276341; 1276342; 1276343; 1276345; and 1276346. The center i.d. number is not visible, and I cannot

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tell what institution it belongs to. Please call me if you think it belongs to you. GEDTS has informed me that the new answer sheets will have 7-digit lithocodes that begin with the number '2' or '3'. Previous lithocodes had 6 digits beginning with various numbers, or 7-digit lithocodes beginning with the number '1'.

The AHS Diploma Program will now be administering the N.C. Competency test on a quarterly basis. The scheduled dates are as follows: July 25-27; October 31-November 2; February 6-8; and April 10-12. Make-up tests will be administered the following week. This information is helpful in planning regularly scheduled testing times for the GED tests. Please keep your instructors posted on testing times and student progress--it is important for them to know if their students have completed the program. I am now compiling the essay scores for essays administered from January through June, 1989; this information will be in the next memo. If you have any questions about the information in this memo, please call me at 919-733-7051, ext. 649.

AC

Enclosures

cc: Presidents
Deans of Continuing Education
Ms. Coni Thomas, GEDTS
Dr. Janice Kennedy-Sloan
Mr. Bobby Anderson
Dr. Delane Boyer

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

October 18, 1989

IMPORTANT

MEMORANDUM

TO: Deans of Continuing Education

FROM: Bobby L. Anderson, Director BLA
Continuing Education Services

SUBJECT: Procedures for Administering the TABE for Placement of Literacy Students

Attached is the procedures for administering the TABE test for placement of literacy students. The testing task force and the state staff have been working to make this information available.

Please note the items identified with an asterisk which have implications of student placement in programs. Effective November 1, 1989, any student regardless of the years of schooling completed, including high school graduates, testing at the ABE level (8.9 or below) may be placed in an ABE program. No person testing above 8.9 should be placed in ABE and no student with a standard high school diploma should be placed in GED or Adult High School programs.

You will not have to request permission to enroll high school graduates testing at 8.9 or below in ABE programs.

Please share this information with your entire literacy staff. If I can assist in these matters, please contact me.

BLA:sh

Attachments

pc: Presidents

CC-89-321

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

PROCEDURES FOR ADMINISTERING THE TABE FOR PLACEMENT OF LITERACY STUDENTS

The purpose for administering the TABE is to provide a systematic means of achieving proper level placement and measuring the progress of literacy students. It is not to be used for regulating funding, evaluating teachers, determining curriculum or grading students. The following guidelines are provided for administering the locator, battery and survey forms of the TABE:

- Every effort should be made to create the proper environment when administering any test. Adults especially need to understand the purpose of the testing and how long it will take. As much stress as possible should be eliminated by acknowledging their anxieties and by stating that it is not a matter of pass/fail, but an effort to better serve their needs.

- The locator tests in reading and mathematics should be administered to your students to determine which level(s) of TABE Survey Form or TABE Complete Battery to administer. A student can take a different level of TABE in reading and language than in mathematics. Also note that a student should not be administered the reading and language section(s) of TABE if the raw score on the reading part of the locator test is seven (7) or lower. The locator tests should not be given in lieu of the survey or the battery forms of the TABE.

- If the appropriate level(s) of the Survey Form or the Complete Battery of the TABE are administered, the most valid score for a student will be the composite of the Total Reading, Total Mathematics and Total Language scores. This "composite score," called the total battery scale score, is determined by averaging the scale scores from these three content areas of the test. This average scale score is then converted to a grade equivalent using Table 71 in the TABE norms book. **Remember, you should not average Grade Equivalent scores.**

- Regardless of the form (Survey or Battery), the TABE should be timed when administered. Allowing too little or too much time may distort test results.

- Whichever tests you administer to the student as a pretest should be administered as the posttest. No student should be given a posttest that is below the range of the pretest given. However, the student may take a higher level of the TABE as a posttest if their official pretest score was higher than the nominal range of the test level and the teacher feels the student has made progress.

- Testing to show movement (pre and posttest) should occur at least once a year. However, the frequency of testing beyond this should be determined by the literacy program personnel based on program configurations and student needs.

- If a student takes a certain level of TABE and scores more than two years above or below the nominal range for that test level you should retest that student, if possible, with the next higher or lower level to get a more accurate placement score. The following table can be used as a guide:

LEVEL	NOMINAL RANGE	TWO YEARS BELOW	TWO YEARS ABOVE
E (EASY)	2.6- 4.9	1.6*	6.9
M (MEDIUM)	4.6- 6.9	2.6	8.9
D (DIFFICULT)	6.6- 8.9	4.6	10.9
A (ADVANCED)	8.6-12.9	6.6	NA**

* Any score below 1.6 should indicate the need for an individualized assessment.

** Not Applicable.

- The test results should be documented as the starting level of the literacy student when he/she entered the literacy program.

- Specific placement tests for ESL, CED, and non-reading students have not been identified for use at this time. You should continue to use whatever means you are currently using to place these students until specific tests are identified. Therefore, the TABE is not appropriate for these students.

- The documentation of a student as mentally retarded should be used in lieu of administering a placement test for CED students. However, CED students should have access to taking the TABE, if it is appropriate to show movement.

- If the TABE is not used for diagnostic purposes, other tests appropriate to the needs of the literacy student, such as the GED Practice Test, should be used in planning the instruction of literacy students.

- Effective November 1, 1989, any student regardless of the years of schooling completed, including high school graduates, testing at the ABE level (8.9 or below) may be placed in an ABE program or course if that level of placement seems appropriate for the student. Please document these students separately for auditing purposes.

- Test results should be used as only one factor in the assessment and placement of the students in literacy programs. **Placement decisions are not mandated by test scores alone.** Factors, other than tests scores, which affect the placement of students should be documented. However, no person testing above 8.9 should be placed in ABE and no student with a standard high school diploma should be placed in GED or AHS.

Source: Department of Community Colleges Testing Task Force.

RECEIVED
MAR 30

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337
919-733-7051

ROBERT W. SCOTT
STATE PRESIDENT

March 26, 1990

MEMORANDUM

TO:
President
Dean of Student Services
Dean of Instruction
Dean of Continuing Education
Registrar
FTE Reporting Administrator
Computer System Administrator

FROM:
Bill Bullard, Supervisor BB
IBM Programming Team & Statistical Services
Information Services

SUBJECT:
Revised Institution Class Report
Instructions (Effective Summer Quarter-1990)

Attached are the revised instructions sets for the Institution Class Reports for Curriculum (DCC 7-3C) and Extension (DCC 7-3E) programs. These new instructions replace DCC 7-3C and DCC 7-3E from March 31, 1989.

Change To The ICR Systems

The change to the two reporting systems is the addition of a field called the "contracting agency code." This field identifies any course taught under a contractual agreement between the college and another agency designated as one of the following areas:

- Cosmetology
- Professional Clinical Services
- University or College

The Contracting Agency field is needed to determine the number of FTE earned under contractual agreements.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Contract Number

For all colleges using the IIPS software, revision 6.0 will incorporate the collection and editing of the Contracting Agency Code. Non-Prime schools are responsible for implementing these required changes.

For all colleges **not** using the IIPS software for Continuing Education, the FTE auditors request that, if possible, you report the contract number for your Extension classes (see the record layout in DCC 7-3E instruction set). The IIPS software handles this automatically.

If you have any questions, please contact me at (919) 733-7051, extension 365.

BJB/lhs

Attachments

ATTACHMENT 2

PART 1 DESCRIPTION

The *Tests of Adult Basic Education, Forms 5 and 6* (TABE 5 and 6) are norm-referenced tests designed to measure achievement in reading, mathematics, language, and spelling -- the subject areas commonly found in adult basic education curricula. TABE 5 and 6 tests focus on the basic skills required for a person to function in society. Because the tests combine the most useful characteristics of norm-referenced and criterion-referenced tests, they provide information about the relative ranking of examinees against a norm group, as well as specific information about the instructional needs of examinees. The tests enable teachers and administrators to diagnose, evaluate, and successfully place examinees in adult education programs. In addition, correlations between TABE scores and scores on the General Educational Development (GED) tests provide a means for predicting scores on the GED tests based on scores obtained on TABE 5 or 6. Other uses of TABE include pre- and post testing to measure growth, and program evaluation.

There are four overlapping levels and two parallel forms, Forms 5 and 6, offered at each level. The advanced level absent from the previous edition of TABE has been added to provide better coverage of material usually taught in high school. This expanded coverage should be especially helpful for examinees who are planning to take the GED tests. The levels and estimated grade ranges are as follows:

LEVEL	RANGE
E (Easy)	2.6-4.9
M (Medium)	4.6-6.9
D (Difficult)	6.6-8.9
A (Advanced)	8.6-12.9

Items are based on educational objectives and broad process classifications. The content categories were defined by examining current adult education curriculum guides, published texts, and instructional programs. The process classifications, including recall and recognition, inference, and evaluation, were derived from various taxonomies. Brief descriptions of the tests follow.

COMPLETE BATTERY AND SURVEY FORM

The complete battery test books for Levels E through A contain tests in four basic content areas: reading, mathematics, language, and spelling. The TABE Survey Form, which is a shortened version of Form 5, tests all the areas covered in the complete battery, except spelling. (See Table 1.)

The Complete Battery and the Survey Form are both on the same scale. The Complete Battery has two forms and enough items to allow subskill diagnosis as well as benchmark scores. The Survey Form is too short to allow subskill diagnosis; however, it may be used to obtain benchmark estimates of performance based on the content area scores (reading, mathematics, language) or on the total score.

Table 1

NUMBER OF ITEMS AND TIME LIMITS FOR TABE 5 AND 6, LEVELS E THROUGH A

CONTENT AREA	TEST	COMPLETE BATTERY		SURVEY FORM	
		Number of Items	Approximate Total Time*	Number of Items	Approximate Total Time*
	Practice Exercise (Optional)	12	20	12	20
	Locator Test	50	37	50	37
Reading	1 Vocabulary	30	17	15	8
	2 Comprehension	40	37	15	14
Mathematics	3 Mathematics Computation	48	43	15	14
	4 Mathematics Concepts and Applications	40	37	15	14
Language	5 Language Mechanics	30	15	15	7
	6 Language Expression	45	41	15	14
Spelling	7 Spelling	30	13		

*in minutes

Source: Technical Report for Tests of Adult Basic Education, Forms 5 and 6; CTB/McGraw-Hill, Monterey, California.

Interpreting Locator Test Scores

The scores an examinee receives on the Locator Test indicate the level of the TABE Survey Form the examiner should administer.

The following chart shows the level of the TABE Survey Form that is appropriate for scores obtained on the Locator Test. The cut points were calculated independently for Vocabulary, Mathematics, and Total scores. An examinee's total score on the Locator Test may be conveniently used to assign a TABE level. However, if the Locator Test scores indicate a significant difference in an examinee's verbal and number skills, e.g., more than two TABE levels apart, it may be appropriate to assign the examinee one TABE level test book for Reading and Language and a different level test book for Mathematics. If different test books are administered to the same examinee, be sure that subtests within a content area are administered at the same level, e.g., Vocabulary and Comprehension in the Reading content area. Administer Language Mechanics and Expression at the same level. Make certain that the examinee marks the correct level of the test in the appropriate space on the answer sheet and be sure to use the correct answer keys and norms tables in scoring and interpreting the tests.

NOTE: The cut points are guidelines. Use them in conjunction with any knowledge of the examinee's previous performance to help determine placement in TABE levels.

LOCATOR TEST SCORES			TABE LEVEL TO ADMINISTER
Vocabulary	Mathematics	Total	
13 and below	12 and below	29 and below	E
14-18	13-18	30-39	M
19-22	19-22	40-44	D
23 and above	23 and above	45 and above	A

Source: Tests of Adult Basic Education, Survey Form, Examiner's Manual; CTB/McGraw-Hill, Monterey, California; Pages 21-22.

INSTITUTION'S CLASS REPORT - CURRICULUM
DCC 7-3C

EFFECTIVE: Summer 1990

PURPOSE:

Information reported on the Institution's Class Report, DCC 7-3C, is used to compute quarterly and average annual Full-Time Equivalent Enrollment (FTE) which are used for budgeting and funding purposes. Accuracy and timeliness are very important. Information reported is subject to audit.

(A copy of Form DCC 7-3C is attached (Attachment 4) which may be used in lieu of submitting machine readable data.) **We encourage you to submit your data in machine readable form.**

SCHEDULE

Institution's Class Report - Curriculum, DCC 7-3C, is completed from information gathered on class rosters which are required to be maintained by each instructor. It is suggested that copies of the class rosters be submitted to a central point in your college after each class reaches the twenty percent point or at the end of each multi-entry/multi-exit class.

The Institution's Class Report - Curriculum data should be reported according to the following schedule:

Fifteen calendar days after the end of your college's officially scheduled quarter. In no case should you report DCC 7-3C data later than the dates shown in the table below.

No.	Reporting Period	Final Due Date
1.	June - August	September 21
2.	September - November	December 21
3.	December - February	March 21
4.	March - May	June 21

ALL DATA FOR EACH REPORTING PERIOD MUST BE RECEIVED BY THE DEPARTMENT OF COMMUNITY COLLEGES ON OR BEFORE THE FINAL DUE DATES.

If you are reporting by magnetic media (computer tape, cassette, CCNET, etc.) you should make only **one** DCC 7-3C report for each reporting period to include both 20% type classes and 'contact hour' type classes. If you are reporting using the hardcopy forms, then you should send batches of reports as soon as you complete them so that DCC can begin data entry processing as early as possible.

INFORMATION ACCURACY:

Your college is responsible for submitting accurate and timely ICR-Curriculum data on your report to the Department. The information you submit will be accepted as submitted so you must make final editing on each ICR class record prior to submitting a report to the Department. A copy of your final edit report and FTE report will be sent to your college as in the past.

ERROR CORRECTIONS:

Errors found on any quarterly DCC 7-3C report are to be corrected in a subsequent quarter in accordance with the following rules:

1. You should review the final edit report computer printout returned to your college by the Department and determine if any errors affecting the total number of membership hours by program category (College Transfer, General Education, Technical, or Vocational) exist. If errors do exist, you must determine the cumulative effect on membership hours by program category for **all** errors and report an **error correction record** in a subsequent quarter that reflects the total error correction.

2. The **error correction record** is a special ICR record and must be reported using the following format:

   Department Code (Class Prefix): ZZZ
   Course Number: 9999
   Section : 1st digit - Quarter correction applies to
   2nd & 3rd digit - Year correction applies to.

   For example, you are preparing the ICR quarterly report for your 1990 third reporting period (Winter Quarter) and have determined that errors were made in the prior Fall quarter that must be corrected. You have determined that the cumulative change in membership hours due to errors for the quarter is:

   -500 College Transfer Hours
   200 Technical Hours.

   Then you would report an ICR **error correction record** on your Winter ICR report as follows:

   One ICR record to correct the Fall quarter errors with a Department Code, Course Number, and Section of ZZZ, 9999, 289, respectively; college transfer and technical membership hours as shown above; and total membership hours of -300.

3. You may report **error correction records** for as many prior quarters as you need. Thus, multiple **error correction records** may be reported on an ICR report but each must represent the cumulative error correction for a particular quarter and year. The quarter/year to which they apply is indicated by the section number.

4. **Error correction records** will be applied to the FTE computed for the reporting period in which they are reported, with the following exceptions:

    a. Error correction records reported for the first reporting period (Summer quarter) will not be applied to FTE computations (since Summer FTE are not used to determine Curriculum Budget FTE), and

    b. Error correction records reported in the first reporting period (Summer Quarter) ICR report correcting prior 2nd, 3rd, or 4th reporting period data will be applied by the DCC to the immediately following 2nd reporting period (Fall Quarter) FTE (again, since 1st period FTE are not used to determine Curriculum Budget FTE).

DETAILED INSTRUCTIONS

Refer to the Record Description and Magnetic media layout information pertaining to fields below. (ATTACHMENT 3)

College Number-- Enter the three digit number assigned to your college (See Attachment 1 for a list of college codes.)

Page/Line--Begin numbering the pages for each reporting period with page 1, and number the following pages in sequence. **There should be no duplicate page/line numbers during any reporting period.**

Reporting Period--If you are reporting using the DCC 7-3C Form, circle the number of the reporting period for which the report is being submitted.

No.	Reporting Period	Final Due Date
1.	June - August	September 21
2.	September - November	December 21
3.	December - February	March 21
4.	March - May	June 21

Year

Report the year of the reporting period for which the report is being submitted.

Example: For the 1989-90 school year,

for period 1, report '89'
for period 2, report '89'
for period 3, report '90'
for period 4, report '90'.

Department Code--Enter the three-letter Department Code of the class designation as listed in the catalog. Four spaces are provided for the Department Code with the **last space reserved** for a special funding code to identify the following specialty funded classes.

Funding Code	Type Class	Examples
K	JTPA Title IIA	BUSK
J	JTPA (all other JTPA)	BUSJ
W	Dislocated Workers	
D	Disadvantaged	
H	Handicapped.	

To report an *error correction record* to correct for errors found in a prior ICR report, use the special Department Code of **'ZZZ'**.

Course Number--Enter the Course Number as listed in the catalog. Six spaces are provided for the Course Number with the **first space reserved** for an immured group to identify immured group classes and the last space available for the college use. When reporting immured group classes, use one of the following codes in the first position of the Course Number to designate the type of group being instructed.

Immured Group Code and Category	Examples
A - Alcoholic Rehabilitation Centers	
I - Mental Hospital In-Patients	
M - Military	MAT M0201
N - Rest and Nursing Homes	
P - Prisons	BUS P0101
R - Mental Retardation Centers	
S - Sheltered Workshops	MAT S0201.

To report an *error correction record* to correct for errors found in a prior ICR report, use the special Course Number of **'9999'**.

Section--Enter the section number of the class. Use a unique section number for each section of a course which has more than one class section or begins more than once during the same quarter. Do not report more than one class with the same Department Code, Course Number, and Section number.

To report an *error correction record* to correct for errors found in a prior ICR report, use the special section number **qyy** where qyy represents the quarter/year for which the error correction is being made.

On-Off Campus--Report a "1" if instruction for the class was held on campus. Report a "2" if instruction was held off campus. If a class normally meets in a regularly scheduled classroom, but occasionally meets off campus, report the class as on campus.

County Code--Report the county code in which the class is taught. (See Attachment 2) for a list of counties and their respective codes.

Total Hours Scheduled--Report the total hours the class is scheduled to meet for the quarter as described in official college documents. (Example: A class meets two days a week for two hours each day for eleven weeks. Total hours scheduled = 2 days/week x 2 hours/day x 11 weeks = 44 hours.) For classes reporting contact hours (see NCAC 2D.0232(b) (3)), enter an "M000" in this column. An entry must be made in this column.

Total Students at Twenty Percent Point--Report the number of students who were in membership at the twenty percent point of the class. According to 23NCAC 2D.0323(b) (2), a student is to be counted in membership only if he has paid applicable fees (or obtained a waiver) and has attended the class at least once prior to the twenty percent point of the class. If a student withdraws on or before the twenty percent point of the class, he/she is **not** to be counted in membership. The number of hours assigned to the course in official college documents determine the hours on which the twenty percent point is calculated. For classes using contact hours (including multi-entry/multi-exit classes), report the total number of students participating. An entry must be made in this fields.

Student Hours in Membership--Calculate student hours in membership by multiplying the number of students in membership at the twenty percent point by the **number of hours assigned to the hours** in official college documents. For those classes reporting contact hours, enter the sum of contact hours for all students in the class.

Student hours for regular curriculum credit classes, remedial or developmental classes, and contracted classes supported with state curriculum instructional funds are reported in these fields.

Curriculum Code

Enter the curriculum code (e.g., V019, T118, etc.) representing the curriculum in which the students reported are enrolled. Note that a class with students reported from several curricula will require a separate ICR record for each curriculum represented in the class.

CONTRACTING AGENCY CODE

This code identifies a course which is taught on a contractal agreement between the college and another agency (public or private) designated as follows:

C - Cosmetology
P - Professional Clinical Services
for example: (X-Ray, Inhalation Therapy, etc.)
U - University or College
(Private or Public)
Blank - Not Applicable

SELF-SUPPORTING CLASSES AND MEMBERSHIP HOURS

Membership hours of students who are in classes paid for by the students or when instruction is provided gratis should be reported on DCC 7-3E, Institution's Class Report - Extension. Also report on DCC 7-3E, classes that are specially funded, such as the Cooperative Skill Training Center and Formal Apprenticeship Related Training classes.

TOTALING

If you are using the DCC 7-3C Form, then page totals for each page must be recorded at the bottom of the page for every column under the general heading of "Student Hours in Membership." Grand Totals must be recorded on the final page of each report.

TRANSMISSION OF DATA FORM--DCC 7-38

It is **required** that a DCC 7-38, TRANSMISSION OF DATA FORM be completed and submitted along with data for the Institution's Class Report-Curriculum, DCC 7-3C. (Form DCC 7-38 Attachment 6)

REPORT VERIFICATION INFORMATION FORM

It is required that the Report Verification Information form (Attachment 5) be completed and submitted along with the data for the DCC 7-3C. For colleges using the Prime system, this report is generated as a computer printout for you as a part of the ICR-Curriculum report processing. Prime colleges should submit a copy of the printout instead of Attachment 5.

Magnetic Media Labeling

Please place a label on each tape, diskette, or cassette you submit to DCC. Include on the label the following information:

College:
Quarter:
Data: ICR-Curriculum
Record count:
Record length: 80
Block size: 800 Label:

CODE SHEET A
COLLEGES CODE

CODE	COLLEGE	CODE	COLLEGE
010	ANSON TC	520	MAYLAND TC
030	ASHEVILLE-BUNCOMBE TC	530	MCDOWELL TC
040	BEAUFORT COUNTY CC	540	MITCHELL CC
050	BLADEN TC	550	MONTGOMERY TC
060	BLUE RIDGE TC	570	NASH TC
065	BRUNSWICK TC	590	PAMLICO TC
070	CALDWELL CC & TI	610	PIEDMONT TC
090	CAPE FEAR TI	630	PITT CC
110	CARTERET TC	650	RANDOLPH TC
130	CATAWBA VALLEY TC	670	RICHMOND TC
150	CENTRAL CAROLINA TC	690	ROANOKE CHOWAN TC
170	CENTRAL PIEDMONT CC	710	ROBESON TC
190	CLEVELAND TC	730	ROCKINGHAM CC
200	COASTAL CAROLINA CC	750	ROWAN TC
210	COLLEGE OF THE ALBEMARLE	770	SAMPSON TC
230	CRAVEN CC	790	SANDHILLS CC
250	DAVIDSON COUNTY CC	810	SOUTHEASTERN CC
270	DURHAM CC	820	SOUTHWESTERN TC
290	EDGECOMBE TC	825	STANLY TC
310	FAYETTEVILLE TI	830	SURRY CC
330	FORSYTH TC	850	TC OF ALAMANCE
350	GASTON COLLEGE	870	TRI-COUNTY CC
370	GUILFORD TCC	880	VANCE-GRANVILLE CC
390	HALIFAX CC	890	WAKE TC
410	HAYWOOD TC	930	WAYNE CC
440	ISOTHERMAL CC	950	WESTERN PIEDMONT CC
460	JAMES SPRUNT CC	970	WILKES CC
470	JOHNSTON TC	990	WILSON COUNTY TC
490	LENOIR CC		
510	MARTIN CC		

ATTACHMENT 1

CODE SHEET B
CODE NUMBERS FOR NORTH CAROLINA COUNTIES

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
001	ALAMANCE	034	FORSYTH	067	ONSLOW
002	ALEXANDER	035	FRANKLIN	068	ORANGE
003	ALLEGHANY	036	GASTON	069	PAMLICO
004	ANSON	037	GATES	070	PASQUOTANK
005	ASHE	038	GRAHAM	071	PENDER
006	AVERY	039	GRANVILLE	072	PERQUIMANS
007	BEAUFORT	040	GREENE	073	PERSON
008	BERTIE	041	GUILFORD	074	PITT
009	BLADEN	042	HALIFAX	075	POLK
010	BRUNSWICK	043	HARNETT	076	RANDOLPH
011	BUNCOMBE	044	HAYWOOD	077	RICHMOND
012	BURKE	045	HENDERSON	078	ROBESON
013	CABARRUS	046	HERTFORD	079	ROCKINGHAM
014	CALDWELL	047	HOKE	080	ROWAN
015	CAMDEN	048	HYDE	081	RUTHERFORD
016	CARTERET	049	IREDELL	082	SAMPSON
017	CASWELL	050	JACKSON	083	SCOTLAND
018	CATAWBA	051	JOHNSTON	084	STANLY
019	CHATHAM	052	JONES	085	STOKES
020	CHEROKEE	053	LEE	086	SURRY
021	CHOWAN	054	LENOIR	087	SWAIN
022	CLAY	055	LINCOLN	088	TRANSYLVANIA
023	CLEVELAND	056	MACON	089	TYRRELL
024	COLUMBUS	057	MADISON	090	UNION
025	CRAVEN	058	MARTIN	091	VANCE
026	CUMBERLAND	059	MCDOWELL	092	WAKE
027	CURRITUCK	060	MECKLENBURG	093	WARREN
028	DARE	061	MITCHELL	094	WASHINGTON
029	DAVIDSON	062	MONTGOMERY	095	WATAUGA
030	DAVIE	063	MOORE	096	WAYNE
031	DUPLIN	064	NASH	097	WILKES
032	DURHAM	065	NEW HANOVER	098	WILSON
033	EDGECOMBE	066	NORTHAMPTON	099	YADKIN
				100	YANCEY

ATTACHMENT 2

DCC 7-3C
Instructions
March 1989

Institution's Class Report -- Curriculum
Form DCC 7-3C

CCD.CC.CC500-0	Institution's Class Report--Curriculum (DCC 7-3C)	
Record length--80	Blocksize--800	Recording Mode--EBCDIC

Field	Data Field	Position	Size	Type	Remarks
1	College Number	1-3	3	N	Right justify, zero fill.
2	Page Number	4-6	3	N	Right justify, zero fill
3	Period	7	1	N	1 = period 1 3 = period 3 2 = period 2 4 = period 4
4	Year	8-9	2	N	Last 2 digits of report year--right justify, zero fill. See examples in instructions for DCC 7-3E form.
5	Line Number	10-11	2	N	Right justify, zero fill.
6	Filler	12-13	2	N	Blanks
7	Department Code (Class Prefix)	14-17	4	A	Left justify Position 17--specially funded class designation or blank.
8	Course	18-23	6	A/N	Position 18--immured group class designation or blank. Positions 19-22--class number right justify, zero fill. Position 23--available for institution use. If not used, should be blank.
9	Section	24-26	3	A/N	Right justify. Cannot be all blanks.
10	On/Off Campus	27	1	N	1 = On campus 2 = Off campus
11	County Code	28-30	3	N	Right justify, zero fill.

ATTACHMENT 3

Field	Data Field	Position	Size	Type	Remarks
12	Total Hours Scheduled	31-34	4	A/N	Right justify, zero fill. Position 34 represents tenths of hours and must be present. When entering an M, it must be in position 31.
13	Total Students at 20% Point	35-37	3	N	Right justify, zero fill.
14	College Transfer	38-42	5	N	Right justify, zero fill.
15	General Education	43-47	5	N	Right justify, zero fill.
16	Technical	48-52	5	N	Right justify, zero fill.
17	Vocational	53-57	5	N	Right justify, zero fill.
18	Total	58-62	5	N	Right justify, zero fill.
19	Contracting Agency Code	63	1	A	U - University or College (Public/ Private) P - Professional Clinical Services C - Cosmetology Blank - Not Applicable
20	Filler	64-75	12	A	Blanks
21	Curriculum Program Code	76-79	4	A/N	Right justify, 1 - Alpha. 3 - Numeric
22	Filler	80	1	A	Blank

ATTACHMENT 3

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
INSTITUTION'S CLASS REPORT - CURRICULUM

College No. ______________

Page _______ of ____________

____
Year

Period

1. June - August
2. September - November
3. December - February
4. March - May

Final Due Date

September 21
December 21
March 21
June 21

____
Institution Name

____
Contact Person

LINE NO.	CLASS			ON/OFF CAMPUS	COUNTY CODE	TOTAL HOURS SCHEDULED	TOTAL STUDENTS	STUDENT HOURS IN MEMBERSHIP				TOTAL	CURRICULUM PROGRAM CODE
	Prefix	No.	Sec.					COLLEGE TRANSFER	GENERAL EDUCATION	TECHNICAL	VOCA-TIONAL		
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
PAGE TOTAL													
GRAND TOTAL													

DCC 7-3C MARCH '89
ATTACHMENT 4

Institution's Class Report - Curriculum
DCC 7-3C
Report Verification Information

Submit the information below with your ICR-Curriculum quarterly report.

For colleges using the Prime system, this report is generated for you as a part of your ICR Curriculum reporting processing. Make sure that you include a copy of the printout with your data submission instead of this form.

College ______________________ **Date:**____________

Contact Person:___________________ **Telephone:**____________

Reporting Period:___ ___ ___ ___ **School Year:**__________
1 2 3 4

Reporting Status: ___ Final Report ___ Partial Report

Report below the information for all ICR data records included in this report. Note that the Error Record data should represent the sum of all error correction records included in your ICR report.

Program Area	Record Count	Membership Hours	FTE
College Transfer	________	__________	________
General Education	________	__________	________
Technical	________	__________	________
Vocational	________	__________	________
Error Record(s)	________	__________	________
Total	________	__________	________

The above information has been reviewed and is accurate:

________________________________ __________
Signature of President or Designee Date

ATTACHMENT 5

NC DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT DIVISION
INFORMATION SERVICES
200 West Jones Street
Raleigh, NC 27603-1337
(919) 733-7051

TRANSMISSION OF DATA FORM

INSTRUCTIONS

Please complete a separate transmission sheet for each type form submitted. Circle the proper category to identify the appropriate Form Number, Reporting Period, Mode of Transmission. Reporting Status and indicate the number of records sent for each Mode of Transmission. A copy of this form will be returned to you as confirmation of data received.

COLLEGE NAME: ______________________ **DATE MAILED:** __________________

CONTACT PERSON: ________________________ **TEL/EXT NO.** __________________

TITLE: ________________________________

FORM NUMBER: (Circle)

1. DCC 7-1 -- Curriculum Registration
2. DCC 7-2 -- Extension Registration
3. DCC 7-3C -- Institution's Class Report - Curriculum
4. DCC 7-3E -- Institution's Class Report - Extension
5. DCC 7-8 -- Staff Information Form
6. Other (Specify) ______________________________

REPORTING PERIOD: (Circle)	**FINAL DUE DATE:**
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21
5. Other (Specify) ______________________________	

MODE OF TRANSMISSION: (Circle)	NUMBER OF RECORDS:	REPORTING STATUS: (Circle)
1. Tape Reel (800/1600)	__________	1. Partial Data Submission
2. Cartridge	__________	2. Final Data Submission
3. Diskette	__________	
4. Source Document	__________	
5. Punched Cards	__________	
6. Other (Specify)	__________	

Do Not Write Below This Line (For DCC Office Use)

Date Received by IS: ________________________________
Number of Records Received: __________________________
DCC Contact Person: _________________________________
Telephone: (919) 733-7051. Ext. 358

DCC 7-38
August 1987
ATTACHMENT 6

INSTITUTION'S CLASS REPORT - EXTENSION
DCC 7-3E

EFFECTIVE: Summer 1990

PURPOSE

The extension Institutional Class Reporting system produces full time equivalent (FTE) enrollment data for each institution. These FTE data form the bases of funding formulas, statistical analysis, and general extension class information needs of the Community College System. Data reported via the DCC 7-3E system are audited. Accuracy and timeliness are very important.

SCHEDULE

Institution's Class Report - Extension, Form DCC 7-3E, is reported from information gathered on class rosters which are required to be maintained by each instructor. The institution's class report - extension is reported according to the following schedule:

The Institution's Class Report - Extension data should be reported according to the following schedule:

Fifteen calendar days after the end of your college's officially scheduled quarter. In no case should you report DCC 7-3E data later than the dates shown in the table below.

No.	Reporting Period	Final Due Date
1	June - August	September 21
2	September - November	December 21
3	December - February	March 21
4	March - May	June 21

All DATA FOR EACH REPORTING PERIOD MUST BE RECEIVED BY THE DEPARTMENT OF COMMUNITY COLLEGES ON OR BEFORE THE FINAL DUE DATES. IF YOU HAVE COMPELLING REASONS THAT PREVENT YOU FROM MEETING THE DUE DATES, CALL THE DEPARTMENT OF COMMUNITY COLLEGES AT (919) 733-7051, ext. 358.

A copy of each institution's class report should be maintained on file with the class rosters upon which the ICR report is based. When audited, the auditors may request copies of individual class reports to verify entries on the ICR report.

If you are reporting via magnetic media (computer tape, cassette, CCNET, etc.) you should make only **one** DCC 7-3E report for each reporting period to include both "membership hour type" classes and 'contact hour' type classes. If you are reporting using the hardcopy forms, then you should send batches of reports as soon as you complete them so that DCC can begin data entry processing as early as possible.

INFORMATION ACCURACY:

Your college is responsible for submitting accurate and timely ICR-Extension data on your initial report to the Department. The information you submit will be accepted as submitted so you must make final editing on each ICR class record prior to submitting a report to the Department.

ERROR CORRECTIONS:

Errors found on any quarterly DCC 7-3E report are to be corrected in a subsequent quarter in accordance with the following rules:

1. You should review the final edit report computer printout returned to your college by the Department and determine if any errors affecting the total number of membership hours by program category (Academic, Adult High School, Avocational, Occupational, Practical Skills, Adult Basic Education, Compensatory Education, Learning Lab, New and Expanding Industry, Human Resource Development, Self-supporting and Recreational) exist. If errors do exist, you must determine the cumulative effect on membership hours by program category for **all** errors and report an **error correction record** in a subsequent quarter that reflects the total error correction.

2. The **error correction record** is a special ICR record and must be reported using the following format:

   Department Code (Class Prefix): ZZZ
   Course Number: 9999
   Section : 1st digit - Quarter correction applies to
   2nd & 3rd digit - Year correction applies to.

   For example, you are preparing the ICR quarterly report for your 1990 3rd reporting period (Winter Quarter) and have determined that errors were made in the prior Fall quarter that must be corrected. You have determined that the cumulative change in membership hours due to errors for the quarter is:

-300	Academic Hours
200	Occupational Hours.

   ICR report as follows:

   One ICR record to correct the Fall quarter errors with a Department Code, Course Number, and Section of ZZZ, 9999, 289, respectively; Academic, and Occupational membership hours as shown above; and total membership hours of -100.

3. You may report **error correction records** for as many prior quarters as you need. Thus, multiple **error correction records** may be reported on an ICR report but each must represent the cumulative error correction for a particular quarter and year. The quarter/years to which each error correction record applies is indicated by the section number.

4. **Error correction records** will be applied to the FTE computed for the reporting period in which they are reported.

20% Rule and Contact Hour Rule:

Under the 20%-rule, membership hours for a given student are counted only if the student is in membership at the 20% point of the class. To be in membership, the student must have attended at least one class meeting prior to 20% point of the class and must not have dropped by the 20% point of the class.

Classes in which actual student contact hours are reported are not subject to this rule. This includes all classes offered under Literacy area (ABE, GED, AHS, and Compensatory Education).

Refer to NCAC 2D.0324 for further clarification.

Reporting Literacy Classes:

Memorandum CC-89-209 dated June 29, 1989, from the department indicated that "Effective with Summer Quarter, 1989, all Literacy Programs (ABE, GED, AHS, and Compensatory Education) classes must be reported under the Contact Hour Rule." Due to numerous questions received, we are enclosing additional information to assist you in applying contact hour reporting in literacy programs beginning Summer Quarter, 1989, so that college reporting procedures will be uniformly applied. The clarifications are offered below:

A. All literacy classes will be reported based on actual student attendence (contact). That is, a student would have to actually attend a given class period in order for that time to be reported to the department.

B. Literacy classes are divided into two categories for reporting purposes.

    I. Regularly scheduled classes as per NCAC (2D.0324(A)1)

        a. Each class hour of instruction shall be scheduled for 60 minutes.

        b. The college shall provide for a minimum of 50 minutes of instruction for each scheduled 60-minute hour.

c. A student shall be considered in attendance only if he or she is present for a given class. If the student attends a given class meeting, the number of hours scheduled for that class shall be reported for that student. If the student is not in attendance for that class meeting, no student hours shall be reported for that student for that class meeting.

- A student is defined to be in attendance in a given class if the student attends at least one-half (1/2) of the scheduled class meeting.

- For example, if a student attends a scheduled three-hour Adult Basic Education class for at least 1 1/2 hours, the student would be deemed in attendance and three hours would be reported for that student for that particular class meeting.

d. A regularly scheduled literacy class should not exceed a three-hour session. For example, a regularly scheduled literacy class should not be scheduled from 6:00 p.m. until 10:00 p.m. in one evening session.

e. Breaks of 10 minutes could be utilized each hour or during the period of instruction, but could not be accumulated. For example, a class scheduled from 6:00 p.m. until 9:00 p.m. could not "save" breaks to the end of the period, adjourn one-half hour early, and report three hours per student in attendance.

f. Student attendance must be documented on the class attendance record.

g. Student hours reported for any student could not exceed the number of hours the class is scheduled to meet on the class contract.

II. Non-regulary scheduled classes as defined by NCAC 2D.0324(b)(1).

a. All non-regularly scheduled literacy classes will have student hours calculated, reported, and documented consistent with NCAC 2D.0324(b).

b. A contact hour is defined as 60 minutes of instruction as per NCAC 2D.0324(b)(3).

c. A student sign-in/sign-out record or time clock should be utilized to document student attendance. Students taking individual short breaks would not have to sign out. If a scheduled class break is taken, the break time could not be included in the time reported for that class meeting.

If you have any questions, please contact Bill Cole at (919) 733-7051, extension 203; or Bobby Anderson at extension 309.

Transmission of Data Form

It is required that the transmission of Data Form - DCC 7-38 (Attachment 1) be completed in its entirety and submitted along with data for the Extension ICR, DCC 7-3E.

Report Verification Information Form

It is required that the Report Verification Information form (Attachment 5) be completed and submitted along with the data for the DCC 7-3E. For institutions using the Prime system, this report is generated as a computer printout for you as a part of the ICR-Extension report processing. Prime colleges should submit a copy of the printout instead of Attachment 5.

Labeling Magnetic Media

If you submit your report on magnetic media (tape, cassette, diskette, etc.), please place a label on each media you submit to DCC. Include on the label the following information:

College: ______________________________
Quarter: ______________________________
Data: ICR-Extension
Record count: __________________________
Record length: 120
Block size: __________ Label: __________
Contact person: ______________________ Ext. ______

INSTRUCTIONS

Refer to the Record Description and Magnetic Media Layout (Attachment 2) information pertaining to the field numbers below.

College Number

Please enter the three-digit number assigned to your college. (See Code Sheet A (Attachment 3) for a list of college codes).

Page/Line

Begin numbering the pages for each reporting period with page 1, and number the following pages in sequence. There should be no duplicate page/line numbers during any reporting period.

Reporting Period

Report the number of the reporting period for which the data are being submitted.

	No.	Reporting Period	Final Due Date
Example:	1	June - August	September 21
	2	September - November	December 21
	3	December - February	March 21
	4	March - May	June 21

Year

Report the year of the reporting period for which the report is being submitted.

Example: For the 1989-90 school year,

for period 1, report '89'
for period 2, report '89'
for period 3, report '90' and
for period 4, report '90'

Department Code

Report the three-letter Department Code as designated in the Continuing Education Course Numbering System produced by the Department of Community Colleges. (To obtain a copy, call (919) 733-7051, ext. 309).

For reporting an **error correction record**, use the special Department Code of **'ZZZ'**.

Four spaces are provided for the Department Code with the last space reserved for a funding code to identify the following **specially funded** classes:

Funding Codes	Type Class	Example
B	Small Business Center	BUS*B*, SBC*B*
J	JTPA (all other JTPA)	
K	JTPA (Title IIA, class size)	
W	Dislocated Workers	BUS*W*
D	Disadvantaged	
F	Formal Apprenticeship Related Training	
H	Handicapped	MAT*H*
T	Cooperative Skill Training Center	
Z	Self-Supporting Class (may be used with any Department Code)	ART*Z*

Course Number

Report the four-digit Course Number as designated in the Continuing Education Course Numbering System.

For reporting **error correction records**, use the special Course Number of **'9999'**.

Six spaces are provided for the Course Number with the first space reserved for use of an immured code for immured group classes.

When reporting immured group classes, use one of the following immured codes in the first position of the Course Number to designate the type of group in the class for which the course was offered.

Immured Codes	Type of Immured Group	Example
A	Alcoholic Rehabilitation Patients	
I	Mental Hospital In-Patients	
M	Military	SAF **M**3008
N	Rest and Nursing Homes	
P	Prisons	BUS *P*3001
R	Mental Retardation Centers	
S	Sheltered Workshops	MAT *S*2001

Section

Report the section number of the class. Use a unique section number for each section of a course which has more than one class section or begins more than once during the same quarter. Do not report more than one class with the same Department Code, Course Number, and Section Number.

For reporting **error correction records**, use the section number format of **'QYY'** where QYY stands for the quarter/year for which the error correction record is being submitted (see the explanation on page 2 on how and when to use the **error correction record**).

On/Off Campus

Report a "1" if instruction for the class was held on campus. Enter a "2" if instruction was held off campus. If a class normally meets in a regularly scheduled classroom, but occasionally meets off campus, report the class as on campus.

County Code

Report the three-digit code for the county in which the class is taught. (See Code Sheet B (Attachment 4) for a list of counties and their respective codes.)

Total Hours Scheduled

Report the total hours the class is scheduled to meet for the period as described in official college documents.

(Example: A class meets two days a week for two hours each day for eleven weeks, then

Total Hours Scheduled = 2 days/week x 2 hours/day x 11 weeks = 44 hours).

For classes reporting contact hours (see NCAC 2D.0323 (b) (3)), enter "M000". **An entry must be reported in this field**.

Total Students

An entry must be reported in this field.

Report the number of students who:

a) Were still enrolled at the 20% point of the class and,
b) for classes reporting contact hours (including multi-entry/multi-exit classes), the total number of students participating in the class.

Specifically, you will use the 20% rule to report all non-literacy classes (Occupational, Academic, Practical Skills, Avocational, Recreational, HRD, New and Expanding Industry) which you run on a membership hour basis.

The 20% rule stipulates that you determine the membership of each class for ICR reporting purposes at the 20% point of each class. For colleges using the IIPS Continuing Education module on the Prime system, software release 5.3 or higher will incorporate this rule.

As reported to you in earlier memos (CC-89-172 and CC-89-209), Literacy classes (ABE, GED, Adult High School, Compensaaatory Education) are to be reported using the "contact hour" rule. And, as always, any classes operated in an open lab or multi-entry/multi-exit manner would be reported using the contact hour rule.

Please make sure that those individuals responsible for reporting ICR-Extension data are aware of these rules.

Student Hours in Membership

Calculate student hours in membership by multiplying the total number of students in membership by the total number of hours scheduled. For those classes reporting contact hours, enter the sum of contact hours for all students in the class.

Academic

Report membership hours of all academic extension classes supported with regular allotted state extension funds.

Adult High School

Report contact hours of students enrolled in Adult High School or GED classes when such classes are supported by regular allotted state extension funds.

Avocational

Report membership hours of all students enrolled in avocational classes supported by regular allotted state extension funds.

Occupational

Report membership hours of occupational extension students when such classes are directly related to employment and are supported by regular allotted state extension funds.

Practical Skills

Report membership hours of all students enrolled in practical skills classes supported by regular allotted state extension funds.

Adult Basic Education

Report contact hours of all students enrolled in ABE classes supported by regular allotted state extension funds.

Compensatory Education

Report contact hours as appropriate for students enrolled in compensatory education classes supported by regular allotted state extension funds.

Learning Laboratory

Report contact hours for students who were under the direct supervision of learning laboratory personnel.

New and Expanding Industry

Report membership or contact hours as appropriate for students enrolled in classes funded with New and Expanding Industry funds.

Human Resource Development

Report membership hours only for students enrolled in classes funded with HRD funds.

Self-Supporting and Recreational

Report membership hours of students who are in classes paid for by the students or when instruction is provided gratis.

Report in this column membership hours generated in classes taught on campus by another organization or institution.

Report all recreational ("R" extension program code) membership hours in this column.

Also report in this column membership hours of students enrolled in the specially funded Cooperative Skill Training Center, Formal Apprenticeship Related Training Classes, and JPTA Title IIA class size courses.

Special Note: Small Business Center Classes.

For accounting purposes, we must be able to distinguish between Small Business Center classes that are offered with (1) SBC funds, (2) other regular budget funds, or (3) other self-supporting funds. Therefore, Small Business Center classes must be reported as follows:

1. Add special funding code 'B' to all SBC classes funded with SBC money. Report membership hours as self-supporting (field 24).

   Example: SBCB 3601.

2. Classes offered through the Small Business Center but supported with regular budget continuing education money must be reported with the appropriate continuing education Department Code and with the special funding code 'B'. For example, a Business Law class, BUS 3104, offered with occupational extension funds through the Small Business Center programs would be reported as BUSB 3104.

3. Add special funding suffix code "Z" to all SBC classes funded with self-supporting money, e.g., paid for by student fees, gratis instruction, or other self-supporting method. Report membership hours as self-supporting.

   Example: SBCZ 3601

To implement the procedures above on the PRIME system, you must enter SBC course class designations in the ADM.7-6 file with a funding code of eleven (11).

Total

Report the sum of the membership hours reported in each of the fields 14 through 24. For classes reported using the 20% rule, this number should be equal to the product total class hours times total students in membership.

FIP Instructor's Social Security Number

In compliance with North Carolina Administrative Code, Title 23, Chapter 2C, Section .0202 (b), fire instructors must meet certain qualifications established by the Department of Community Colleges for certification purposes. In order for the Department of Community Colleges to ascertain that fire instructors are meeting these guidelines, report the social security number of all FIP class instructors in this column.

Class Contract Number Contract Number with each instructor in a specfic Continuing Education class.

Contracting Agency Code This code identifies a course which is taught on a contract agreement between the college and another agency designated as follows:

C - Cosmetology
P - Professional Clinical Servives (e.g., X-ray, inhalation therapy)
U - University or College (Private or Public)
Blank - Not applicable

Additional Instructions for Those Using Form DCC 7-3E

If you report using the DCC 7-3E form (attached) then page totals for each page may be recorded at the bottom of the page for every column under the general heading of "Student Hours in Membership". Grand Totals must be recorded on the final page of each report.

NC DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT DIVISION
INFORMATION SERVICES
200 West Jones Street
Raleigh, NC 27603-1337
(919) 733-7051

TRANSMISSION OF DATA FORM

INSTRUCTIONS
Please complete a separate transmission sheet for each type form submitted. Circle the proper category to identify the appropriate Form Number, Reporting Period, Mode of Transmission. Reporting Status and indicate the number of records sent for each Mode of Transmission. A copy of this form will be returned to you as confirmation of data received.

COLLEGE NAME: ____________ **DATE MAILED:** ____________

CONTACT PERSON: ____________ **TEL/EXT NO.** ____________

TITLE: ____________

FORM NUMBER: (Circle)
1. DCC 7-1 -- Curriculum Registration
2. DCC 7-2 -- Extension Registration
3. DCC 7-3C -- Institution's Class Report - Curriculum
4. DCC 7-3E -- Institution's Class Report - Extension
5. DCC 7-8 -- Staff Information Form
6. Other (Specify) ____________

REPORTING PERIOD: (Circle)	**FINAL DUE DATE:**
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21
5. Other (Specify) ____________	

MODE OF TRANSMISSION: (Circle)	**NUMBER OF RECORDS:**	**REPORTING STATUS:** (Circle)
1. Tape Reel (800/1600)	____________	1. Partial Data Submission
2. Cartridge	____________	
3. Diskette	____________	2. Final Data Submission
4. Source Document	____________	
5. Punched Cards	____________	
6. Other (Specify)	____________	

Do Not Write Below This Line (For DCC Office Use)

Date Received by IS: ____________
Number of Records Received: ____________
DCC Contact Person: ____________
Telephone: (919) 733-7051. Ext. 358

DCC 7-38
August 1987
ATTACHMENT 1

Record Description and Magnetic Media Layout for Extension Institutional Class Records
Form DCC 7-3E

Field	Data Field	Position	Size	Type	Remarks
1	College Number	1-3	3	N	Right Justify, zero fill.
2	Page Number	4-6	3	N	Right Justify, zero fill.
3	Period	7	1	N	1 = period 1 3 = period 3 2 = period 2 4 = period 4
4	Year	8-9	2	N	Last 2 digits of report year--right justify, zero fill. See examples in instructions for DCC 7-3E form.
5	Line Number	10-11	2	N	Right justify, zero fill.
6	Filler	12-13	2	A	Blanks
7	Departmental Code Prefix	14-17	4	A	Left justify Position 17--specially funded class designation or blank.
8	Course Number	18-23	6	A/N	Position 18--immured group class designation or blank. Positions 19-22--class number right justify, zero fill. Position 23--available for institution use. If not used, should be blank.
9	Section	24-26	3	A/N	Right justify. Cannot be all blanks.
10	On/Off Campus	27	1	N	1 = On campus 2 = Off campus
11	County Code	28-30	3	N	Right Justify, zero fill.
12	Total Hours Scheduled	31-34	4	A/N	Right justify, zero fill. Position 34 represents tenths of hours and must be present. When entering an M, it must be in position 31.

ATTACHMENT 2

Field	Data Field	Position	Size	Type	Remarks
13	Total Students (under 50/50 rule)	35-37	3	N	Right justify, zero fill.
14	Academic	38-42	5	N	Right justify, zero fill.
15	Adult High School	43-47	5	N	Right justify, zero fill.
16	Avocational	48-52	5	N	Right justify, zero fill.
17	Occupational	53-57	5	N	Right justify, zero fill.
18	Practical Skills	58-62	5	N	Right justify, zero fill.
19	Adult Basic Education	63-67	5	N	Right justify, zero fill.
20	Compensatory Education	68-72	5	N	Right justify, zero fill.
21	Learning Laboratory	73-77	5	N	Right justify, zero fill.
22	New and Expanding Industry	78-82	5	N	Right justify, zero fill.
23	Human Resources Development	83-87	5	N	Right justify, zero fill.
24	Self-Supporting and Recreational	88-92	5	N	Right justify, zero fill.
25	Total	93-97	5	N	Right justify, zero fill.
26	FIP Instructor's Social Security Number	98-106	9	N	Must be filled for each FIP class. Must be blank for all other classes.
27	Contract Number	107-113	7	N	Field is optional, but requested if available
28	Contracting Agency	114	1	A	U-University or College (Public/Private) P-Professional Clinical Services (X-Ray & Inhalation Therapy) C-Cosmetology
29	Filler	115-120	6	A	Blanks

ATTACHMENT 2

CODE SHEET A
COLLEGE CODE

CODE	COLLEGE	CODE	COLLEGE
010	ANSON TC	520	MAYLAND TC
030	ASHEVILLE-BUNCOMBE TC	530	MCDOWELL TC
040	BEAUFORT COUNTY CC	540	MITCHELL CC
050	BLADEN TC	550	MONTGOMERY TC
060	BLUE RIDGE TC	570	NASH TC
065	BRUNSWICK TC	590	PAMLICO TC
070	CALDWELL CC & TI	610	PIEDMONT TC
090	CAPE FEAR TI	630	PITT CC
110	CARTERET TC	650	RANDOLPH TC
130	CATAWBA VALLEY TC	670	RICHMOND TC
150	CENTRAL CAROLINA TC	690	ROANOKE CHOWAN TC
170	CENTRAL PIEDMONT CC	710	ROBESON TC
190	CLEVELAND TC	730	ROCKINGHAM CC
200	COASTAL CAROLINA CC	750	ROWAN TC
210	COLLEGE OF THE ALBEMARLE	770	SAMPSON TC
230	CRAVEN CC	790	SANDHILLS CC
250	DAVIDSON COUNTY CC	810	SOUTHEASTERN CC
270	DURHAM CC	820	SOUTHWESTERN TC
290	EDGECOMBE TC	825	STANLY TC
310	FAYETTEVILLE TI	830	SURRY CC
330	FORSYTH TC	850	TC OF ALAMANCE
350	GASTON COLLEGE	870	TRI-COUNTY CC
370	GUILFORD TCC	880	VANCE-GRANVILLE CC
390	HALIFAX CC	890	WAKE TC
410	HAYWOOD TC	930	WAYNE CC
440	ISOTHERMAL CC	950	WESTERN PIEDMONT CC
460	JAMES SPRUNT CC	970	WILKES CC
470	JOHNSTON TC	990	WILSON COUNTY TC
490	LENOIR CC		
510	MARTIN CC		

ATTACHMENT 3

CODE SHEET B
CODE NUMBERS FOR NORTH CAROLINA COUNTIES

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
001	ALAMANCE	034	FORSYTH	067	ONSLOW
002	ALEXANDER	035	FRANKLIN	068	ORANGE
003	ALLEGHANY	036	GASTON	069	PAMLICO
004	ANSON	037	GATES	070	PASQUOTANK
005	ASHE	038	GRAHAM	071	PENDER
006	AVERY	039	GRANVILLE	072	PERQUIMANS
007	BEAUFORT	040	GREENE	073	PERSON
008	BERTIE	041	GUILFORD	074	PITT
009	BLADEN	042	HALIFAX	075	POLK
010	BRUNSWICK	043	HARNETT	076	RANDOLPH
011	BUNCOMBE	044	HAYWOOD	077	RICHMOND
012	BURKE	045	HENDERSON	078	ROBESON
013	CABARRUS	046	HERTFORD	079	ROCKINGHAM
014	CALDWELL	047	HOKE	080	ROWAN
015	CAMDEN	048	HYDE	081	RUTHERFORD
016	CARTERET	049	IREDELL	082	SAMPSON
017	CASWELL	050	JACKSON	083	SCOTLAND
018	CATAWBA	051	JOHNSTON	084	STANLY
019	CHATHAM	052	JONES	085	STOKES
020	CHEROKEE	053	LEE	086	SURRY
021	CHOWAN	054	LENOIR	087	SWAIN
022	CLAY	055	LINCOLN	088	TRANSYLVANIA
023	CLEVELAND	056	MACON	089	TYRRELL
024	COLUMBUS	057	MADISON	090	UNION
025	CRAVEN	058	MARTIN	091	VANCE
026	CUMBERLAND	059	MCDOWELL	092	WAKE
027	CURRITUCK	060	MECKLENBURG	093	WARREN
028	DARE	061	MITCHELL	094	WASHINGTON
029	DAVIDSON	062	MONTGOMERY	095	WATAUGA
030	DAVIE	063	MOORE	096	WAYNE
031	DUPLIN	064	NASH	097	WILKES
032	DURHAM	065	NEW HANOVER	098	WILSON
033	EDGECOMBE	066	NORTHAMPTON	099	YADKIN
				100	YANCEY

ATTACHMENT 4

Institution's Class Report - Extension
DCC 7-3E
Report Verification Information

Submit the information below with your ICR-Extension quarterly report.

For college using the Prime system, this report is generated for you as a part of your ICR Extension reporting processing. Make sure that you include a copy of the printout with your data submission instead of this form.

College:______________________ **Date:**_____________

Contact Person:___________________ **Telephone:**____________

Reporting Period:____ 1 ___ 2 ___ 3 ___ 4 **School Year:**__________

Reporting Status: ____ Final Report ____ Partial Report

Report below the information for all ICR data records included in this report. Note that the Error Record data should represent the sum of all error correction records included in your ICR report.

Program Area	Record Count	Membership Hours	FTE
Academic			
Adult High School			
Avocational			
Occupational			
Practical Skills			
Adult Basic Education			
Compensatory Ed.			
Learning Lab			
New Industry			
Human Resource Dev.			
Self Supporting			
Error Record(s)			
Total			

The above information has been reviewed and is accurate:

_______________________________ ________
Signature of President or Designee Date

ATTACHMENT 5

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
INSTITUTION'S CLASS REPORT - EXTENSION

Institition No.________

Page________ of ________

Year____________

Period	Final Due Date
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21

____
Institution Name

____
CONTRACT PERSON

LINE NO.	LOCAL DEPARTMENTAL CODE	CLASS			1-ON CAMPUS 2-OFF CAMPUS	COUNTY CODE	TOTAL HOURS SCHEDULED	TOTAL STUDENTS AT 20% POINT	REGULAR BUDGET EXTENSION							NON-REGULAR BUDGET				TOTAL	FIP INSTR. S.S. NUMBER
		Prefix	No.	Sec.					ACADEMIC	ADULT HIGH SCHOOL	AVOCATIONAL	OCCUPATIONAL	PRACITICAL SKILLS	ADULT BASIC EDUCATION	COMPENSATORY EDUCATION	LEARNING LABORATORY	NEW AND EXPANDING INDUSTRY	HUMAN RESOURCES DEVELOPMENT	SELF-SUPPORT AND RECREATIONAL		
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
8.																					
9.																					
10.																					
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17.																					
18.																					
PAGE TOTAL																					
GRAND TOTAL (Last Page Only)																					

DCC 7-3E
Nov. '89

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

July 2, 1990

MEMORANDUM

TO: Vice Presidents/Deans of Continuing Education

FROM: Sanford C. Shugart

SUBJECT: Community Service Program

Accompanying this memorandum you will find a FY 1989-90 Community Service Program Annual Report data request. By utilizing data already in the Information System, we have significantly reduced the information request. Specifically, we have access to routinely reported data on academic, practical skills and avocational courses. Therefore, we only need data on "cultural and civic activities." Please return by August 15, 1990 your completed Annual Report to Chuck Barham at the Department of Community Colleges, 200 West Jones Street, Raleigh, NC 27603-1337.

Due to current budget dynamics, we are temporarily suspending the requirement for a FY 1990-91 Community Service Plan. Also, we have requested the Issues Committee of the NCCCAEA to meet with DCC staff to review Community Service Program administration.

We have pilot tested the FY 1989-90 annual report format with four colleges, therefore, we should have the kinks out of the format. However, contact Chuck Barham if you have questions or suggestions.

Thank you for your cooperation and assistance.

SCS/CBB/tdb

Attachments

CC-90-233

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Community Service Program
Annual Report, Fiscal Year 1989-90

Cultural and Civic Activities Data

Sequentially Number Each Activity	List Total Expenditures by Activity*	List Number of Participants For Each Activity	Location		List the Title of Each Activity
			on campus	off campus	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
etc.					
TOTALS					

* Include CSP state grant expenditures only; do not include locally collected receipts.

Community Service Program
Annual Report, Fiscal Year 1989-90

General Information

CSP Strengths

CSP Weaknesses

* Please return by August 15, 1990 your completed CSP Annual Report to Chuck Barham, Department of Community Colleges, 200 West Jones Street, Raleigh, NC 27603-1337.

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

August 24, 1990

TO: Presidents

FROM: Bobby L. Anderson
Director of Basic Skills

SUBJECT: Comprehensive Adult Student Assessment System (CASAS) Certified Trainers.

The Department of Community Colleges in cooperation with the Division of Social Services has entered into an agreement with Debra Inman, Basic Skills Director for Piedmont Community College; Billie Crawford, Basic Skills Director for Sampson Community College; and Lisa Hendren, Basic Skills Director for Rockingham Community College to provide CASAS training for implementation of CASAS within the JOBS program. These three directors are the only certified CASAS trainers residing in North Carolina at this time.

The agreement with the three trainers is limited to providing initial training for basic skills and social services personnel at a CASAS Institute, and providing follow-up training at regional workshops on a quarterly basis. The training at this point is limited to implementing CASAS for life skills, and only for those colleges and social services offices implementing the JOBS program on the schedule set forth in numbered Memo CC-90-226 dated June 20, 1990.

Each community college has been assigned to one of three regions for CASAS training purposes. These regions are identified in the above referenced memo. Ms. Inman has been designated the trainer for Region 1, Ms. Crawford for Region 2, and Ms. Hendren for Region 3.

Training beyond the institutes and regional workshops is not covered by this agreement. Colleges and other entities interested in utilizing these trainers for other applications of CASAS, or for additional training of local staff, must negotiate these arrangements directly with the trainers. Such training will be subject to the availability of their time and satisfactory financial arrangements for the training.

General information of the CASAS process is available from the Department of Community Colleges. Please contact Don Snodgrass, Coordinator of Adult Basic Education at (919) 733-7051, Extension 332, for such information.

BLA:DHS:is
pc: Deans of Continuing Education
Basic Skills Directors

CC-90-299

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

October 4, 1990

MEMORANDUM

TO: Presidents
Business Managers
Deans/Directors of Continuing Education

FROM: Edward H. Wilson, Jr., Executive Vice President
Administration

Sanford C. Shugart, Vice President
Programs

Thomas C. King, Jr., Vice President King
Finance and Administrative Support

RE: College/Company Contract Training

Enclosed you will find a position paper dealing with college/company contract training. During the development of the position paper, draft versions were presented to the Association of Community College Business Officials, Public Community Colleges Presidents' Association and the North Carolina Community College Adult Education Association for discussion and feedback.

The colleges currently provide instruction to business and industry primarily through the occupational extension, new and expanding industry and focused industry programs. This position paper provides specific information concerning two additional training options which the colleges could utilize to provide training for business and industry in addition to the programs listed above. Also, enclosed is a sample contract for informational purposes. (See Attachment D.)

The position paper will be reviewed after a year's application to determine if revisions are necessary. Please contact Joe Sturdivant, Glynda Lawrence or Bill Cole if you have specific questions.

Attachment

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

October 1, 1990

TO: Presidents

FROM: Sandy Shugart
Vice President for Programs

SUBJECT: Clarifications Concerning Enrollment of High School Graduates in Basic Skills Classes and the 60/40 Rule and Special Projects

Memo CC-89-321 explicitly states that: "Effective November 1, 1989, any student regardless of years of schooling completed, including high school graduates, testing at the ABE level (8.9 or below) may be placed in ABE programs. No person testing above 8.9 should be placed in ABE and no student with a standard high school diploma should be placed in GED or Adult High School programs."

There is no question concerning serving adults without high school diplomas, or those with high school diplomas but functioning at the 8.9 level or below, in basic skills classes. The question remains, however, about persons with high school diplomas who are functioning between 9.0 -12.9 grade levels.

Memo CC-89-321 was written prior to the implementation of the Comprehensive Adult Student Assessment System (CASAS) in basic skills programs. CASAS now provides us with a process for measuring student progress based on the mastery of life coping competencies as well as the acquisition of educational credentials.

It is apparent that the main purpose many persons enroll in a basic skills program is to become functionally competent in their life roles as employee, parent, citizen, and consumer. Therefore, in programs utilizing CASAS, you may enroll students who are high school graduates, and who score between 225 and 245 on the CASAS scale, in AHS level classes. A 225 on the CASAS scale is equivalent to a 9th grade level. A CASAS student profile sheet documenting the competencies to be mastered should be kept on each such student enrolled. Students should be re-tested on a CASAS post-test no less than every two quarters. Students must exit the class when the identified deficient competencies have been mastered. Students enrolled under this provision will not earn high school diplomas nor bonus dollars for high school diplomas awarded in the basic skills funding formula.

CC-90-338

High school graduates needing basic skills instruction at the high school level, but not working toward a high school diploma, should be registered in AHS 2001.

A second point of clarification deals with the 60/40 rule as it pertains to basic skills special projects or federally funded basic skills projects. Monies received into your institution from federal literacy grants and from special basic skills projects funded by the state are treated as institutional funds. The 60/40 rule does not apply to these projects. You may count the program participants for FTE purposes regardless of the percentage of the instructors salary paid from project funds.

SS:DHS:is

pc: Deans of Continuing Education
Basic Skills Directors

DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

February 21, 1991

TO: Presidents

FROM: Bobby L. Anderson BLA
Director
Basic Skills

SUBJECT: Workplace Literacy Classes

One of the most promising developments in the literacy program is the rapid increase in workplace literacy classes. Public and private employers alike are recognizing the advantages to upgrading the basic skills of their employees.

You may recall that the Department, with your help, published a list of workplace literacy sites last year. This document has proven to be very useful in working with employers and others throughout the state who are interested in workplace literacy.

We would like to update our publication. Enclosed you will find the page with your college's listings from last year. Please delete, add, or correct this listing and return on the attached form to Don Snodgrass at the Department of Community Colleges as soon as possible. Please include any workplace site you have utilized this year (1990-91), even if it is currently not in operation.

We will send you a copy of the publication when it is completed.

BLA:DHS:is

pc: Basic Skills Director

Enclosures

CC-91-51

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

WORKPLACE LITERACY SITES
1990-91

____
INSTITUTION

BUSINESS/INDUSTRY	SPECIAL FEATURES

RETURN TO: *Don Snodgrass*
Coordinator of Adult Basic Education
NC Department of Community Colleges
Caswell Building
200 W. Jones Street
Raleigh, NC 27603-1337

IMPORTANT

FEB 26 1991

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

February 26, 1991

MEMORANDUM

TO: Presidents
Visiting Artist Coordinators

FROM: Sanford C. Shugart
Vice President for Programs

SUBJECT: The Freeze and its Effect on the Visiting Artist Program

At the recent Presidents Association meeting, several questions were raised concerning the effect of the hiring freeze on the Visiting Artist program. This memo summarizes the essential points on which you need to act.

1. If an artist is eligible to continue in the program at her/his current college and the college wishes to continue the contract with that artist, you may do so. Since the position is never really vacated, the freeze does not affect you.

2. If an artist is not eligible to continue at the same college next year, or the college does not choose to continue the contract with the same artist, the position will become vacant. It will therefore be subject to the hiring freeze if it is still in effect at that time. We do not know whether the freeze will still be in effect on July 1. Therefore, you are advised to assume that it will be and request in writing that the position be "unfrozen" by the Office of State Budget. Be sure to indicate the date on which the position will become vacant.

3. Since we don't know whether the freeze will be lifted before July 1, August 1, or whenever, if you need a new artist for next year, you should go ahead with the regular process for selecting one. Just don't offer a contract until the question of the freeze has been answered.

4. Under no circumstances will the limitations on artists' eligibility be waived. None will be allowed to continue, for example, for a third year at the same college to prevent the position becoming vacant and frozen. This would undermine the intent of the Governor's Executive Order and is not acceptable.

This should clarify the issues raised at the Presidents meeting. In essence, the Visiting Artists are being treated just like any other college staff.

If you have any further questions, please don't hesitate to call me or Bobby Anderson.

203

CC-91-52

FISCAL YEAR 1991-92
Visiting Artist Programs
Plans for Program as of ____________________.
(date)

College: ________________________________

President's signature: ______________________________

Please check one:

_________(1) Plan to employ a Visiting Artist as usual.

____ (a) Continue current artist.

____ (b) Employ a new artist.

_________(2) Do not plan to employ a Visiting Artist.

_________(3) Plan to share an artist with one or more other colleges.

(a) Name(s) of college(s): ______________________

____

____

_________(4) Other than above: (Please explain) _____________

____

____

____

____

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7051

MEMORANDUM

Deadline: April 30, 1991

TO: Presidents
North Carolina Community College System

FROM: Sandy Shugart
Bill Pursell

DATE: March 18, 1991

SUBJECT: Request for Proposals for SLIAG "Adult Education Grants"

The Department of Community Colleges is requesting proposals from community colleges for grants to support programs under the "Adult Education" section of the State Legalization Impact Grants to be operated during Program Year 1992 (July 1, 1991 - June 30, 1992). Grants will be made contingent upon the availability of funds to the department.

This memorandum is intended to be an executive summary of the program as well as a transmittal notice of the Request for Proposals (RFP). Attached is a copy of the RFP and the documents to be submitted with the proposal.

State Legalization Impact Assistance Grants (SLIAG) are authorized by section 204 of the Immigration Reform and Control Act of 1986 (IRCA). Under SLIAG, funds are appropriated each year to defray part of state and local costs associated with providing public assistance, public health assistance, and educational services to aliens granted lawful resident status under section 245A (pre-82's), 210 (special agricultural workers or "SAWs") or 210A (replenishment agricultural workers or "RAWs") of the Immigration and Nationality Act (INA), as amended by IRCA.

Under Section 204, these aliens are collectively designated "eligible legalized aliens" (ELAs) for purposes of reimbursement of costs under SLIAG for five years from the date on which they were granted lawful temporary resident status.

For educational services, local service providers are allowed to provide instructional services in ABE, GED, ESL and citizenship training and ancillary services in recruitment, counseling, transportation and baby-sitting for eligible legalized aliens (ELAs).

CC-91-69

Local colleges approved for SLIAG projects will be funded on a reimbursement basis as documentation of allowed expenditures for eligible legalized aliens is provided to the department. The amount a local college can be reimbursed in a given fiscal year **cannot exceed $400** for each eligible legalized alien served. **Funds can only be spent on services to ELAs and must be prorated for classes or services involving non-ELAs.**

Because your project can only be reimbursed for ELAs actually served, it is important to base your budget needs and service plans on a realistic estimate of ELAs who are either permanent or temporary residents in your service area.

The deadline for submission of proposals is 5:00 p.m. on April 30, 1991. Three copies are to be submitted to :

Peggy Graham, SLIAG Contract Administrator
Employment Readiness Section
NC Department of Community Colleges
200 W. Jones Street
Raleigh, NC 27603-1337

If you have any questions regarding this information, or if assistance is needed, please contact Peggy Graham at 919/733-7051, Extension 453.

Attachment

pc: Basic Skills Director
SLIAG Coordinator

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

March 13, 1991

TO: Presidents, Community College System

FROM: Delane F. Boyer, State GED Administrator

SUBJECT: General Educational Development (GED) Annual Contract

Attached is the GED annual contract to be renewed for the operation of your testing center(s) from June 1, 1991, to May 31, 1992. Also attached are the GED materials order form, a GED essay scoring services order form, and a test security form.

Please review the contract and refer to Section 4.2, 4.5-4, and 4.5-5 of the GED Examiner's Manual. Verify the center's name, name of the Chief Examiner, and address for the testing center. If any of this information is incorrect, cross it out and type in the correct information. After the Chief Examiner and the President have signed and dated the contract, follow the instructions at the bottom for distribution of copies.

Send the signed green copy to this office. The pink copy, your order for test materials, and the $50 annual testing fee are to be sent no later than April 12, 1991, to the GED Testing Service, One Dupont Circle, Washington, DC 20036.

Please complete the top and bottom parts of the attached GED ESSAY SCORING SERVICE ORDER FOR ESSAY SCORING SERVICES form. Use the center identification (ID) number shown on the contract with the rest of the information to complete the top portion of this form. For the Score Report Format block, check Hardcopy by Lithocode, unless you are going to send score reports by computer tape, then check appropriate format. On the bottom of the form give the estimated volume of essays, estimated number of essays per mailing, and when the essays will be mailed. Send the white and pink copies along with your contract to GED Testing Service and keep the yellow copy. Also, please send us a copy.

Department of Community Colleges will again contract with the GED Testing Service to score the essays and pay scoring cost. We will follow the same procedures for essay scoring as we have this past year. Should you have any questions, please call me at (919) 733-7051, ext. 302.

DFB:jwm
Attachments
pc: Dr. Sandy Shugart
Mr. Bobby Anderson

CC-91-71

DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

May 14, 1991

MEMORANDUM

TO: Community College Presidents

FROM: Sanford C. Shugart, Vice President for Programs
Mary B. Regan, Director, NC Arts Council MBR

SUBJECT: Visiting Artist Program

As you no doubt already know, the education appropriations committees in the general assembly have recommended a substantial change to the Visiting Artist and Community Service budgets. Their proposal will combine the budgets of both programs and reduce the total to one-half the current level in the system's budget. The line item for Visiting Artist will disappear and each college will determine their level of commitment to the program from their community service funds.

We are not yet prepared to determine the community service budget allocations for each college during FY 91-92. Nevertheless, it is necessary to get a handle on each college's plans for the Visiting Artist program so we can proceed appropriately with the recruitment and selection process. (We plan for you to complete selection by August 15 and execute contracts by September 2, 1991).

Therefore, we are requesting that you complete the attached form and return it to :

Mr. Bobby Anderson
Director of Basic Skills
NC Department of Community Colleges
200 West Jones Street
Raleigh, N.C. 27603-1337

Your response is simply for planning purposes; it is not a commitment. We understand that your plans may need to change as you assess full impact of the state budget decisions made and yet to be made by the legislature.

We will appreciate hearing from you by June 15.

Thank you.

SCS/MBR/sdb

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

May 31. 1991

TO: Presidents

FROM: Delane F. Boyer, Coordinator
Adult High School Programs

SUBJECT: Revised GED Application Form

The GED office will convert its present batch computer software to a DB2 data base on-line system on July 1, 1991. This will not change your operation of the GED testing program. As part of this conversion to the new computer system, we have redesigned and revised the GED application form, DCC 9-8; and revised the GED diploma and the transcript attached to the diploma. Therefore, beginning July 1, 1991, the attached revised GED application form DCC 9-8 (May '91) will replace the current DCC 9-8 (Rev. 6-77) form for the GED testing program.

The DCC 9-8 form was redesigned to fit the computer program, to obtain data we previously compiled by hand. We also added new items for research purposes. The GED diploma was revised to permit the inclusion of a graduate's full name with SR or JR on the face of the diploma. The transcript attached to the diploma will now include the name of the tests and test language (English, Spanish or French).

Use of the new on-line system will help us to improve our administration of the GED program by providing more prompt service to GED students, employers, university or college admission offices, government offices, and others. It will also provide for a more efficient and accurate record keeping system. We have over 300,000 permanent records on those students who have passed the GED tests. Because of this new computer on-line system, we are also requesting that completed GED application forms be sent in more frequently thus providing for a more efficient and cost-wise use of the new system.

Therefore, we are requesting that:

1. All GED examiners send in no later than June 21, 1991, all GED test scores, pass or fail, of all applicants using the old DCC 9-8 form.
2. All those applicants who will continue after June 21, 1991, to test, start testing, retest, or are waiting only for their essay score, use the new DCC 9-8 form to report test information and scores.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

3. If an applicant who has completed the old application form and he/she is not available to complete the new DCC 9-8 form, the GED examiner can transfer all the information to the new form. In this case, leave blank those items that are unknown and attach the old form to the new form.

4. Beginning July 1, 1991, only the new DCC 9-8 form will be accepted for reporting of applicant information and scores.

Initially, each GED examiner will receive a copy of this memorandum (with instructions) and 100 copies of the new DCC 9-8 form.

If you have any questions on this matter, please call me at (919) 733-7051 (Ext. 302), Ms. Joy Matthews (Ext. 303), or Ms. Doris Nixon (Ext. 306).

DFB:jwm

Attachments

1. DCC 9-8 Form (May '91)
2. Instructions to Complete DCC 9-8 Form

cc: Chief GED Examiners

CC-91-143

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

PROGRAM SERVICES

BASIC SKILLS

ADULT HIGH SCHOOL PROGRAMS

INSTRUCTIONS FOR PROCESSING AND COMPLETING DCC 9-8 FORM

APPLICATION FOR GED TESTING AND HIGH SCHOOL DIPLOMA EQUIVALENCY

COORDINATOR OF ADULT HIGH SCHOOL PROGRAMS

DELANE F. BOYER

MAY 1991

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES, BASIC SKILLS SECTION
ADULT HIGH SCHOOL PROGRAMS OFFICE
(GED/ADULT HIGH SCHOOL (AHS) DIPLOMA PROGRAMS)

ADDRESS

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
GED/AHS PROGRAMS OFFICE
200 WEST JONES STREET
CASWELL BUILDING
RALEIGH, NC 27603-1337
TEL: (919) 733-7051 FAX: (919) 733-0680

STAFF

NAME	FUNCTION	TEL. EXT.	ROOM
Dr. Delane F. Boyer	Coordinator of Adult High School Programs and State GED Administrator.	302	334B
Ms. Ana Cuomo	Writing Specialist for GED and NC Competency test components; Essay scoring of GED and Competency Test writing components and records.	334	301K
Mrs. Joy Matthews	GED and AHS records, reports and files; GED Testing Service contracts; GED applications; search for GED examinee scores; Appointment of GED Examiners; AHS agreements of affiliation; fact sheets and GED and AHS diplomas.	303	301J
Mrs. Julia Manning	GED transcript service, special test; handicap accommodation; inmate testing; GED applications; and search for GED examinee scores.	306	301J
Ms. Doris Nixon	GED data entry; search for GED scores and data on GED examiners; GED data, historical, and special reports; and GED application.	304	301J

B. INSTRUCTIONS FOR COMPLETING DCC 9-8 FORM

FIRST PART, FRONT PAGE, OF DCC 9-8 FORM

Item No.	Item	Instructions
1	Social Security number	Self explanatory Note: If examinee has no social security number, leave blank and state office will assign a number. An identification number will be assigned through the state GEDMIS computer program.
2	Telephone number	Self explanatory If the examinee has no telephone number, write in none.
3	Name	Enter all letters of the last, first, and middle names even if there are not sufficient spaces for all the letters. Note: (1) The full name including middle name of the examinee will be printed on the diploma. If an examinee has only an initial for a middle name, then write in the letter or letters. (2) Use dashes when appropriate between names; (3) Write in Sr. or Jr. for senior or junior as appropriate following the last name.
4	Street address	Write in the main elements that are necessary for the examinee to receive by mail the GED diploma. Omit such additional names as "Oak Wood ParK Subdivision" or "Shady Rest East Mobile Home Park" when such additional names are not necessary for the examinee to receive mail.
5	City	Self explanatory Put in spaces or dashes between names as appropriate.
6	State	Use two letter abbreviation.
7	Zip code	Self explanatory
8	County	Write in the county where the examinee resides.

A. INSTRUCTIONS FOR PROCESSING DCC 9-8 FORM

1. DCC 9-8 Form is an application for admission to GED testing and an application for the High School Diploma Equivalency which is awarded by the State Board of Community Colleges upon attaining qualifying scores. The minimum qualifying scores are a standard score of 35 on each test and a minimum total of 225 on the GED test battery.

2. The first part of the form is to be completed by the applicant and the second part, back page, is to be completed by the GED Examiner who attests to the identity of the applicant and certifies the test scores by signing the form.

3. The GED Examiners are to ensure all items on the front of the forms are completed and signed by the applicants.

4. GED Examiners are requested to administer all the five tests of the GED battery within two weeks to applicants and send to the GED Office completed DCC 9-8 forms, regardless of pass or fail scores, no later than the third week or when the essay scores are received.

5. Those applicants who do not complete all five tests within a two week period, their applicant forms should be sent to the GED office, regardless of pass or fail scores, no later than the third week.

6. Every test score for each applicant regardless of pass or fail is to be sent to the GED office to become part of the applicant's record.

7. Those applicants who take one test of the GED battery at intervals of one month or longer, their application forms should be sent to the GED office following each time a test is administered regardless of pass or fail scores.

8. The five GED tests of the battery can be administered in any order. All five tests must be administered before any retests are given.

9. Once an application form on an individual has been sent to the GED office, the GED Examiner may report on subsequent application forms only those items not previously reported or those items which have changed. The name and social security number of the applicant must be included on each subsequent application form and signed by the examiner.

10. When an applicant requests a change in name to the one previously used on an application form, he or she must write to the GED Administrator, GED office, stating the reason for the name change and submitting a copy of appropriate documentation such as a court decree, divorce papers, birth certificate or other documentation.

11. For a change of address, the applicant needs only to write to the GED office and give the new address along with his or her name and social security number.

9	Date of birth	Write in numbers for the month starting 01 for January, 02 for February, etc. through 12 for December; for day write in 01 through 31 as appropriate; and for the year use last two digits, 91 for 1991, 92 for 1992, etc.
10	Age	Use age at the time the application is filled out.
11	Sex	Write in appropriate letter.
12	Ethnic origin	Write in appropriate number.
13	Enter highest grade completed	Write in number 08 for eighth grade through 12 for twelfth grade and date last attended with month and year
14	Resident of North Carolina	Write in appropriate letter.
15	Have you taken GED tests before?	Write in appropriate letter.
16	Purpose for taking the tests	Write in one of the numbers.
17	Were you enrolled in any of programs?	Write in the boxes all the numbers that apply. The programs are those offered by the community colleges. Newspaper (GED lessons) are GED lessons offered by community colleges; UNC Public TV are GED lessons series shown over the affiliate stations of the UNC Center for Public TV. Mark other when GED or ABE classes are given by other organziations such as churches or volunteer organizations.
18	About how many hours of classroom instruction did you receive?	Write in the appropriate number of hours: 001 for 1 hour, 010 for 10 hours, or 125 hours, etc.
19	About how many hours of study did you do on your own?	Write in the appropriate number of hours 001 for 1 hour, 010 for 10 hours, 125 for 125 hours, etc.

20	GED scores to be used for statistical purposes.	Note: (1) If there is an objection to using test scores by the examinee, the GED examiner is to clarify that the test scores are only for statistical purposes: that only test scores and not names are aggregated in with all test scores of all examinees; therefore names are not associated with the respective test scores of the examinee. (2) If the examinee still objects to the use of test scores for statistical purposes, have the examinee write a letter to the state GED administrator giving his or her reason for the objection; and attach the letter to the application form.
21	Certification given by the examinee with date and signature.	Self explanatory

SECOND PART, BACK PAGE OF DCC 9-8 FORM

Item No.	Item	Instructions
1	Administrative hold	Write appropriate letter and write in reason. Note: (1) The purpose for this item is to withhold the release of GED scores, award of diploma, or release of any information. This item is to be used to withhold test scores or diplomas because of: a later date when the examinee is to graduate; some discrepancy, irregularly on information given, or suspect of impersonation; disciplinary action; and other reasons to withhold information or release of diploma. (2) This action may be taken by the local GED examiner or by the State GED Administrator.
2	The examinee was given special accommodation.	Self explanatory. Mark in all the numbers that apply.
3	Handicap condition	Self explanatory. Mark in all the numbers that apply.
4	Type of candidate	Mark in the one choice that applies: (1) Regular student (2) Military (3) Inmate (4) Workplace literacy (5) Family literacy (6) Foreign student
5	If candidate is less than 18 years old	Write in the number that applies. (1) Emancipated minor is a person who has been granted a judicial decree of emancipation by the court or who is married. A copy of the decree or marriage certificate must be provided by the examinee; and sent to the GED office by attaching the copy to the application form.

		(2) Dropout/referral is an individual who dropped out of public or private high school and was referred by the public school superintendent or headmaster, principal or school official of the private school.
		(3) Other is a dropout who has been out of school at least six months and who was not referred by the public or private school; or a dropout who moved from another state to North Carolina, has become a resident and who never attended or enrolled in a public or private high school in North Carolina.
6	Test center ID number	Write in the number assigned by the State GED office. See attached list of Official GED Testing Centers in North Carolina.
7	Test Language	Write in test language: E for English; S for Spanish, or F for French.
8	If retesting when previously qualified for a diploma	Self explanatory. Note: Other includes testing when the examinee's traditional regular high school diploma is not acceptable by a post secondary educational institution or by an employer which may be the case for examinees who attended high school abroad.
9	Special testing needs	Self explanatory
10	Test results	Self explanatory.
11	Essay Topic, Essay Score and Off Topic	Self explanatory
12	Certification	Self explanatory.

DEPARTMENT OF COMMUNITY COLLEGES
ADULT HIGH SCHOOL PROGRAMS

LIST OF OFFICIAL GED TESTING CENTERS IN NORTH CAROLINA

CENTER NUMBER	CENTER NAME	CHIEF EXAMINER	TELEPHONE NUMBER
1.	Anson Technical College	Mary Thompson	704-826-8333
2.	Asheville-Buncombe Tech. College	Ilka McDowell	704-254-1921
3.	Asheville-Buncombe -Black Mountain	Ilka McDowell	704-254-1921
4.	Beaufort Community College	Clay Smith	919-946-6194
5.	Bladen Technical College	Thomas Baucom	919-862-2164
6.	Blue Ridge Technical College	Elizabeth Endres	704-692-3572
7.	Blue Ridge Tech. Ext. Center	Monique Flynn	704-883-2520
8.	Caldwell Community College & TI	Johnna Coffey	704-728-4323
9.	Cape Fear Community College	James Canty	919-343-0481
10.	Carteret Community College	Gale Swann	919-247-3094
11.	Catawba Valley Community College	Donna Sims	704-327-9124
12.	Central Carolina Community College	Frances Andrews	919-775-5401
13.	Central Piedmont Community College	William Conelley	704-342-6949
14.	Cleveland Community College	Kathy Wallace	704-484-4000
15.	Coastal Carolina Community College	Mary Felker	919-455-1221
16.	Camp Lejeune Branch	Mary Felker	919-455-1221
17.	Discontinued		
18.	College of the Albemarle	Martha Newbold	919-335-0821
19.	Craven Community College	Edna Barrett	919-638-4131
20.	Craven CC, Havelock Branch	Wanda Thomas	919-447-1141
21.	Davidson County Community College	Myra Kernstine	704-249-8186
22.	Durham Technical Community College	Zenobia Ellis	919-598-9226
23.	Edgecombe Community College	Johnny Williams	919-823-5166
24.	Edgecombe CC, Rocky Mount Branch	Jan Tart	919-446-0436
25.	Fayetteville Technical CC	Al Pierce	919-323-1961
26.	Fayetteville TCC Fort Bragg	Al Pierce	919-323-1961
27.	Forsyth Technical College	Paula McCoy	919-760-2373
28.	Gaston College	Frances Miller	704-922-3136
29.	Discontinued		
30.	Discontinued		
31.	Halifax Community College	Lyndal Williams	919-536-2551
32.	Haywood Community College	Joyce Clayton	704-627-2821
33.	Isothermal Community College	Wilbur Wright	704-286-3636
34.	James Sprunt Community College	Joseph L. Tillman	919-296-1341
35.	Johnston Community College	Eunice D. Lee	919-934-3051
36.	Lenoir Community College	Claude L. Barrett	919-527-6223
37.	Martin Community College	Charles Askew	919-792-1521
38.	Mayland Community College	Louise Hembree	704-765-7351
39.	McDowell Community College	James V. McMahan	704-652-6021
40.	Mitchell Community College	Carol Johnson	704-878-3221
41.	Montgomery Community College	Gay Russell	919-572-3691
42.	Nash Community College	Nancy S. Penick	919-443-4011
43.	Pamlico Community College	Gail Johnson	919-249-1851
44.	Piedmont Community College	Richard Quesenberry	919-599-1181
45.	Pitt Community College	Mary Idol	919-756-3130
46.	Randolph Community College	Patsyanna Barker	919-629-1471
47.	Richmond Community College	Brenda Long	919-582-1980

48.	Roanoke-Chowan Community College	Diane Kimbrough	919-332-5921
49.	Robeson Community College	Carolyn Britt	919-738-7101
50.	Rockingham Community College	Phyllis Loflin	919-342-4261
51.	Rowan Community College	Jerry Thrift	704-637-0760
52.	Rowan CC, Kannapolis Branch	Jerry Thrift	704-938-4641
53.	Sampson Community College	Candace Howard	919-592-7176
54.	Sandhills Community College	Louise Jones	919-692-6185
55.	Southeastern Community College	Beverlee Nance	919-642-7141
56.	Southwestern Community College	David McClure	704-586-4091
57.	Stanly Community College	Marcia Daniel	704-982-0121
58.	Surry Community College	Judy Riggs	919-386-8121
59.	Alamance Community College	Pearl Lee	919-578-2002
60.	Tri-County Community College	Randall Shields	704-837-6810
61.	Vance-Granville Community College	Yvonne Alston	919-492-2061
62.	Wake Technical Community College	Yvonne Johnson	919-772-0551
63.	Wayne Community College	Nancy DeLong	919-735-5151
64.	Discontinued		
65.	Western Piedmont Community College	Brenda Dellinger	704-437-8688
66.	Wilkes Community College	Larry Caudill	919-667-7136
67.	Wilson County Technical College	Denise Sessoms	919-291-1195
68.	Discontinued		
69.	St. Andrews College	Elbert Patton	919-276-3162
70.	Discontinued		
71.	Discontinued		
72.	Discontinued		
73.	State Board of Community Colleges	Delane Boyer	919-733-7051
74.	Discontinued		
75.	Lenoir CC, Greene Co. Branch	Claude Barrett	919-527-6223
76.	Anson CC, Polkton Campus	Jane Cunningham	919-272-7635
77.	Stanly CC, Union Co. Center	Vivian Poovey	704-289-8588
78.	Brunswick Community College	Gladys Wagenseil	919-754-6900
79.	Southwestern CC, Franklin Branch	David McClure	704-524-6421
80.	Southwestern CC, Cherokee Branch	David McClure	704-497-7233
81.	Discontinued		
82.	Discontinued		
83.	Guilford TCC, Greensboro Branch	Jane Sparks	919-334-5412
84.	Coll. of the Albemarle, Manteo	Marietta Trainor	919-473-2264
85.	Western Piedmont CC, Burke Co.	Brenda Dellinger	704-437-8688
86.	Caldwell CC/TI, Watauga Co.	Renae Winkler	704-728-4323
87.	Guilford TCC, High Point	Sylvia Nguyen	919-889-4545
88.	Central Carolina CC, Lillington	Pat Garrett	919-893-9101
89.	Central Carolina CC, Siler City	Pat Garrett	919-742-2715
90.	Brunswick TC, Southport	Gladys Wagenseil	919-457-6324
91.	Randolph CC, Archdale	Jean K. Shropshire	919-841-5291
92.	Vance-Granville CC, South Campus	Yvonne Alston	919-492-2061
93.	Catawba-Valley CC, Alexander Co.	Donna Sims	704-327-7000
94.	Southwestern CC, Swain County	David McClure	704-497-7233
95.	Brunswick CC, Leland	Gladys Wagenseil	919-371-2400

DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

June 10, 1991

MEMORANDUM

TO: Deans of Continuing Education

FROM: Sanford C. Shugart,
Vice President for Programs

SUBJECT: Accountability and Credibility Plans

The attached information is a current list of college Accountability and Credibility plans on file with the Department of Community Colleges (DCC). When conducting program audits, DCC auditors will compare the DCC approved plan with procedures applied by the college for the period of review. If the listed plan is your current operating plan no action is required. If, however, your plan needs to be amended or updated, we have enclosed a copy of the State Board of Community Colleges, Plan Compliance Review Checklist, to aid you in revising your plan. Please forward revised plans to this office for review and approval.

The DCC point of contact for Accountability and Credibility Plans is Chuck Barham. If we can be of assistance to you, please give us a call. We appreciate your cooperative support on this important issue.

Attachments

SCS/CBB/tdb

cc: Presidents
Charles B. Barham, III
J. William Cole, Jr.

CC-91-154

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

June 21, 1991

MEMORANDUM

TO: Chief Continuing Education
Registrar
System Administrators

FROM: Bill Bullard, Supervisor BB
IBM Programming/Statistical Services

IMPORTANT

SUBJECT: Revised Extension Registration Data
Reporting Instructions - DCC 7-2

Attached are revised reporting instructions for the Extension Registration DCC 7-2. These instructions are effective with your Fall Quarter 1991 reporting to DCC.

The instructions have been modified to include:

(1) A change in the meaning of the codes used to report data in field (13), "Highest Education Level" to reflect specific meanings regarding highest education level.

(2) The addition of three new fields (19), (20), and (21) to the data record. These fields are related to the high school completion status. These fields are required only for ABE, GED, Adult High School, and Compensatory Education programs registrants (You may report the data on all Extension Registration if you so desire).

These changes are a result of Senate Bill 43, House Bill 149, and Senate Bill 124. These legislative mandates place reporting requirements on the colleges and DCC on the performance of high school graduates and/or tracking of high school dropouts. Please refer to those legislative acts or to the DCC staff, Division of Student Development Services for further information.

For colleges using the Prime system for extension student registration, Release 7.2 will automatically report these newly required data elements effective with your Fall Quarter, 1991 reporting. For NON-Prime colleges, you are responsible for reporting these data in accordance with the attached instructions.

If you have any questions concerning these instructions, call me or Steve Ijames at 733-7051.

BB/lhs
cc: Presidents

CC-91-168

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

EXTENSION REGISTRATION - DCC 7-2

EFFECTIVE DATE: September 1, 1991
Replaces instructions dated August, 1990

Purpose

The major purpose of the extension registration data is to provide statistical information on each student enrolled in an extension program in the North Carolina Community College System.

Schedule

Extension Registration, DCC 7-2, should be reported for all those individuals registering for the period in which the class ends. These data should be reported to the Statistical Services Section, Department of Community Colleges, according to the following schedule:

Reporting Period	Final Due Date
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21

ALL DATA FOR EACH REPORTING PERIOD MUST BE RECEIVED BY THE DEPARTMENT OF COMMUNITY COLLEGES ON OR BEFORE THE FINAL DUE DATES. IF YOU HAVE COMPELLING REASONS THAT PREVENT YOU FROM MEETING THE DUE DATES, CALL BILL BULLARD AT 733-7051, EXT. 365.

All magnetic media reports (tapes, diskettes, cartridges), must be labeled with the information specified on the Magnetic Label Description. (Attachment 1)

Verification Report

It is required that the Verification Report (Attachment 9) be completed and submitted along with the data for the DCC 7-2. For colleges using the Prime system, this report is generated as a computer printout for you as a part of the Extension Registration report processing. Prime colleges should submit a copy of the printout instead of Attachment 9.

Instructions

Detailed instructions are given below for completing each item on the registration record. The numbers shown in parentheses refer to the field numbers in the Data Record Description. (Attachment 2)

An asterisk (*) beside the field number indicates a change in this field from prior instructions.

Two asterisks (**) indicate a new field.

(1) Blank

(2) College: Report the code number of the community college. (Code Sheet A, Attachment 3)

(3) Social Security Number: The student should enter his social security number or college assigned nine (9) digit identification number in this space.

A student may register who has not obtained a social security number. In such cases, a temporary college assigned nine (9) digit student identification number may be substituted for the social security number. The following steps are offered as guidance in assigning the temporary student identification number.

a) The issuing of number should be controlled by one college office.

b) Only one unique temporary number is to be assigned to each student who has not secured a social security number. A record should be made by the student and the issuing office of the assigned number, and the student should be advised to use this same number in all future registrations until he secures a social security number. The student should notify the office issuing the temporary number when he has received a social security number.

c) Assigned nine digit identification numbers should be formed by using the college code for the first three digits, 99 for the next two digits, and a four digit number beginning with 0001 uniquely assigned to each student. During a school year, any assigned number should be used to identify only one student even though it is no longer used by the student.

d) Assist the student who does not have a social security number in applying for one.

(4) Sex: Report 1 - Male
2 - Female

(5) Year of Birth: Report the last two digits of the year the student was born. Do not enter the current year. Attention is called to North Carolina Administrative Code 2C.0305 which specifies the conditions for the enrollment of students less than 18 years old and not high school graduates.

(6) Race: Report the correct code for the race shown below:

1 - White
2 - Black
3 - Indian
4 - Hispanic
5 - Asian

(7) Attendance: Day or Evening. Report where the larger part of his hours in class occurs in the day or evening.

(8) Employment: Unemployed, Employed Part-Time, or Employed Full-Time.

(9) Residency: Indicate if the student is a legal resident of North Carolina.

(10) County or State Code: If the student is a legal resident of North Carolina, report the 3 digit county code in which he is a resident (Code Sheet B - Attachment 4). If the student is not a resident of North Carolina, then report the 3 digit state or foreign country code of which he is a resident (Code Sheet C-Attachment 5).

(11) Extension Program Code: Report the extension program code in which the student is registered.

(12) Contact Hours: Report the total numbers of hours the student is scheduled to be in class for the reporting period covered by this registration. Use only whole numbers--do not enter any fractions or decimal equivalents. For Learning Lab, New Industry classes, etc., enter the actual number of hours the student was in class.

* (13) Highest Educational Level: Report the highest education completed by the codes below:

01 - 11	Highest Grade Completed - Non Graduate
12	High School Graduate
--	GED
13	Adult High School Diploma
14	Post High School Vocational Diploma
15	Associate Degree
16	Bachelor's Degree
17	Master's Degree or Higher

(14) Inmate: Report a code "3" (Note that the codes 1 and 2 representing preparatory and supplemental training are no longer required).

(DATA ON HANDICAPPED, DISADVANTAGED, SINGLE PARENT/HOMEMAKER, AND LIMITED ENGLISH PROFICIENCY ARE REQUIRED BY THE CARL PERKINS VOCATIONAL EDUCATION ACT)

(15) Handicapped: Report a code "1" for those individuals who are mentally retarded, hard of hearing, deaf, speech or language impaired, visually impaired, seriously or emotionally disturbed, orthopedically impaired, or other health impaired persons, or persons with specific learning disabilities. Leave blanks otherwise.

(16) Disadvantaged: Individuals (other than Handicapped) who have economic or academic disadvantages. The term includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency, and individuals who are dropouts from secondary schools.

a) Academically Disadvantaged - Report a code "1" for an individual who has less than a high school education. Does not include individuals with learning disabilities, nor high school students taking courses at a community college.

b) Economically Disadvantaged - Report a code "2" for an individual who meets one or more of the following indicators:

(1) Annual income at or below the official poverty line established by the director of the U.S. Office of Management and Budget;

(2) Eligibility for aid to families with dependent children or other public assistance programs;

(3) Receipt of a Pell Grant or other comparable state program of need-based financial assistance;

(4) Eligibility for participation in programs assisted under Title II or the JTPA;

c) Report a code of "3" for an individual who meets both criteria.

(17) Single Parent/Homemaker:

a) Single Parent: Report code "1" for an individual who:

(1) Is unmarried or legally separated from a spouse; and,

(2) Has a minor child or children for which the parent has either custody or joint custody.

b) Homemaker: Report a code "2" for an individual who

(1) Is an adult; and,

(2) Has worked as an adult primarily without remuneration to care for the home and family and for that reason has diminished marketable skills.

c) Both: Report a code "3" for an individual who meets both criteria.

(18) Limited English Proficiency: Report a "1" for yes or a "2" for no. Limited English proficient individuals are those who have difficulty speaking, reading, writing, or understanding English because their native language is not English, or because they are American Indian or Alaskan, where a language other than English had a significant impact on their English proficiency.

Fields (19), (20), and (21) are required only for Literacy Registrants, i.e., ABE, GED, Adult High School, and Compensatory Education programs.

** (19) High School Code: Report the code (See Code Sheets D,E, and F, Attachments 6,7, and 8) for the last high school attended by the student.

School Code Format: You **must** use the approved Department of Public Instruction (DPI) codes for NC Public Schools as shown on Attachment 6. The code format below is recommended for your use in developing "locally" defined codes for such schools, as private NC schools, retired public schools, and out-of-state schools. Refer to Code Sheets E and F, Attachments 7 and 8 for for the structure of these codes.

The school code is six digits:

Digit	____	____	____	____	____	____ .
	1	2	3	4	5	6

Digits	Codes	Meaning
1 & 2	00-99	County Code for NC Schools
3	0-3	NC DPI Schools + some other "Public Schools"
	6	All other schools
1 - 3	101-154	For out-of-state schools, state code in position 2 & 3
4	0,1	Out-of-State
	3,4,5	NC High School Codes defined by DPI
	8	Other Public NC schools
	9	Private NC High Schools
5 - 6	00-99	Specific School - locally defined for Non-NC DPI codes

** (20) High School Graduate: Report a code "1" for an individual who is a high school graduate and a code "2" for a non-graduate GED recipients should be reported as a "2" in this field but as a GED student in field 12.

** (21) Year Last Attended High School: Report the year in which the individual last attended high school.

(22) Filler blank fields

ALL MAGNETIC MEDIA MUST BE LABELED AS FOLLOWS:

Extension Registration
DCC 7-2

DSN: CCD.CC.CC303-1
LRECL = 80
BLKSIZE = 800
LABEL = ______ SL ______ NL
Density: (1600 bpi preferred) ______
Reporting Period: ____________________
College: ____________________________
Contact Person: ____________________
Record Count: ______________________

Attachment 1

DATA RECORD DESCRIPTION

DATA SET NAME CD.CC.CC303-1	FILE NAME Extension Registration Input Edit File	
CORD NAME Record Length = 80	Blocksize = 800	SYSTEMS ANALYST Dave Smith

FIELD NO.	DATA ELEMENT	FIELD POSITIONS	FIELD SIZE	FIELD TYPE	REMARKS
1		1	1	A	Blank
2	College Code	2 - 4	3	N	Three numeric, Left justify (See Code Sheet A - Attachment 3)
3	Social Security Number	5 - 13	9	N	Social Security Number or 9-digit student identification number
4	Sex	14	1	N	1 - Male 2 - Female
5	Year of birth	15 - 16	2	N	Last two numbers
6	Race	17	1	N	1 - White 2 - Black 3 - Indian 4 - Hispanic 5 - Asian
7	Attendance	18	1	N	1 - Day 2 - Evening
8	Employment	19	1	N	1 - Unemployed 2 - Part-time 3 - Full-time
9	Residency	20	1	N	1 - NC Resident 2 - Non NC Resident
10	County or State	21 - 23	3	N	3 digit code (See Code Sheet B - Attachment 4) for NC residents and (Code Sheet C - Attachment 5) for non-residents
11	Program Code	24 - 27	4	A	One letter and three numbers (Use only those codes approved for your college)
12	Contact Hours	28 - 31	4	N	Left zero fill
13	Highest Education Level	32 - 33	2	N	01 - 11 Highest Grade Completed - Non-Graduate 12 High School Graduate — GED 13 Adult High School Diploma 14 Post High School Vocational Diploma 15 Associate Degree 16 Bachelor's Degree 17 Master's Degree or Higher
14	Type	34	1	N	Blank - Not Applicable 3 - Inmate

DATA RECORD DESCRIPTION

DATA SET NAME: OCD.OC.OC303-1

FILE NAME: Extension Registration Input Edit File

RECORD NAME: Record Length = 80

Blocksize = 800

SYSTEMS ANALYST: Dave Smith

FIELD NO.	DATA ELEMENT	FIELD			REMARKS
		POSITIONS	SIZE	TYPE	
15	Handicapped	35	1	A	Blank - Not Applicable 1 - Handicapped
16	Disadvantaged	36	1	A	Blank - Not Applicable 1 - Academically 2 - Economically 3 - Both of the Above
17	Single Parent/Homemaker	37	1	A	Blank - Not Applicable 1 - Single Parent 2 - Homemaker 3 - Both of the Above
18	Limited English Proficiency	38	1	A	1 - Yes 2 - No
19	Last High School Attended Code	39 - 44	6	A	High School Code (Code Sheet D-F, Attachments 6-8)
20	High School Graduate	45	1	A	1 - Yes 2 - No
21	Last Year Attended High School	48 - 51	4	N	YYYY - Four digit year
22	Filler blank fields	52 - 80	29		Blanks

CODE SHEET A
COLLEGE CODE

CODE	COLLEGE	CODE	COLLEGE
010	ANSON CC	520	MAYLAND CC
030	ASHEVILLE-BUNCOMBE TCC	530	MCDOWELL TCC
040	BEAUFORT COUNTY CC	540	MITCHELL CC
050	BLADEN CC	550	MONTGOMERY CC
060	BLUE RIDGE CC	570	NASH CC
065	BRUNSWICK CC	590	PAMLICO CC
070	CALDWELL CC & TI	610	PIEDMONT CC
090	CAPE FEAR CC	630	PITT CC
110	CARTERET CC	650	RANDOLPH CC
130	CATAWBA VALLEY CC	670	RICHMOND CC
150	CENTRAL CAROLINA CC	690	ROANOKE CHOWAN CC
170	CENTRAL PIEDMONT CC	710	ROBESON CC
190	CLEVELAND CC	730	ROCKINGHAM CC
200	COASTAL CAROLINA CC	750	ROWAN-CABARRUS CC
210	COLLEGE OF THE ALBEMARLE	770	SAMPSON CC
230	CRAVEN CC	790	SANDHILLS CC
250	DAVIDSON COUNTY CC	810	SOUTHEASTERN CC
270	DURHAM TCC	820	SOUTHWESTERN CC
290	EDGECOMBE CC	825	STANLY CC
310	FAYETTEVILLE TCC	830	SURRY CC
330	FORSYTH TCC	850	ALAMANCE CC
350	GASTON COLLEGE	870	TRI-COUNTY CC
370	GUILFORD TCC	880	VANCE-GRANVILLE CC
390	HALIFAX CC	890	WAKE TCC
410	HAYWOOD CC	930	WAYNE CC
440	ISOTHERMAL CC	950	WESTERN PIEDMONT CC
460	JAMES SPRUNT CC	970	WILKES CC
470	JOHNSTON CC	990	WILSON COUNTY TC
490	LENOIR CC		
510	MARTIN CC		

Attachment 3

CODE SHEET B
CODE NUMBERS FOR NORTH CAROLINA COUNTIES

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
001	ALAMANCE	034	FORSYTH	067	ONSLOW
002	ALEXANDER	035	FRANKLIN	068	ORANGE
003	ALLEGHANY	036	GASTON	069	PAMLICO
004	ANSON	037	GATES	070	PASQUOTANK
005	ASHE	038	GRAHAM	071	PENDER
006	AVERY	039	GRANVILLE	072	PERQUIMANS
007	BEAUFORT	040	GREENE	073	PERSON
008	BERTIE	041	GUILFORD	074	PITT
009	BLADEN	042	HALIFAX	075	POLK
010	BRUNSWICK	043	HARNETT	076	RANDOLPH
011	BUNCOMBE	044	HAYWOOD	077	RICHMOND
012	BURKE	045	HENDERSON	078	ROBESON
013	CABARRUS	046	HERTFORD	079	ROCKINGHAM
014	CALDWELL	047	HOKE	080	ROWAN
015	CAMDEN	048	HYDE	081	RUTHERFORD
016	CARTERET	049	IREDELL	082	SAMPSON
017	CASWELL	050	JACKSON	083	SCOTLAND
018	CATAWBA	051	JOHNSTON	084	STANLY
019	CHATHAM	052	JONES	085	STOKES
020	CHEROKEE	053	LEE	086	SURRY
021	CHOWAN	054	LENOIR	087	SWAIN
022	CLAY	055	LINCOLN	088	TRANSYLVANIA
023	CLEVELAND	056	MACON	089	TYRRELL
024	COLUMBUS	057	MADISON	090	UNION
025	CRAVEN	058	MARTIN	091	VANCE
026	CUMBERLAND	059	MCDOWELL	092	WAKE
027	CURRITUCK	060	MECKLENBURG	093	WARREN
028	DARE	061	MITCHELL	094	WASHINGTON
029	DAVIDSON	062	MONTGOMERY	095	WATAUGA
030	DAVIE	063	MOORE	096	WAYNE
031	DUPLIN	064	NASH	097	WILKES
032	DURHAM	065	NEW HANOVER	098	WILSON
033	EDGECOMBE	066	NORTHAMPTON	099	YADKIN
				100	YANCEY

Attachment 4

CODE SHEET C
OUT OF STATE CODES

CODE	STATE	CODE	STATE
001	ALABAMA	031	NEW JERSEY
002	ALASKA	032	NEW MEXICO
003	ARIZONA	033	NEW YORK
004	ARKANSAS	035	NORTH DAKOTA
005	CALIFORNIA	036	OHIO
006	COLORADO	037	OKLAHOMA
007	CONNECTICUT	038	OREGON
008	DELAWARE	039	PENNSYLVANIA
009	DISTRICT OF COLUMBIA	040	RHODE ISLAND
010	FLORIDA	041	SOUTH CAROLINA
011	GEORGIA	042	SOUTH DAKOTA
012	HAWAII	043	TENNESSEE
013	IDAHO	044	TEXAS
014	ILLINOIS	045	UTAH
015	INDIANA	046	VERMONT
016	IOWA	047	VIRGINIA
017	KANSAS	048	WASHINGTON
018	KENTUCKY	049	WEST VIRGINIA
019	LOUISIANA	050	WISCONSIN
020	MAINE	051	WYOMING
021	MARYLAND	052	PUERTO RICO
022	MASSACHUSETTS	053	VIRGIN ISLANDS
023	MICHIGAN	054	OTHER FOREIGN
024	MINNESOTA	055	STATE UNKNOWN
025	MISSISSIPPI	056	AMERICAN SAMOA
026	MISSOURI	057	GUAM
027	MONTANA	058	NORTH MARIANAS
028	NEBRASKA	059	PACIFIC ISLANDS TRUST TERRITORY
029	NEVADA		
030	NEW HAMPSHIRE		

Attachment 5

CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY	SCHOOL CODE	NAME	CITY	COUNTY
110304	A C REYNOLDS HIGH	ASHEVILLE	BUNCOMBE	290314	DAVIDSON CO EXT DAY	LEXINGTON	DAVIDSON
132304	A L BROWN HIGH	KANNAPOLIS	CABARRUS	670320	DIXON HIGH	HOLLY RIDGE	ONSLOW
240304	ACME-DELCO HIGH	DELCO	COLUMBUS	260322	DOUGLAS BYRD SR HIGH	FAYETTEVILLE	CUMBERLAND
740303	AGNES FULLILOVE HIGH	GREENVILLE	PITT	411356	DUDLEY SENIOR HIGH	GREENSBORO	GUILFORD
460312	AHOSKIE HIGH	AHOSKIE	HERTFORD	321328	DURHAM HIGH	DURHAM	DURHAM
841304	ALBEMARLE HIGH	ALBEMARLE	STANLY	260359	E E SMITH HIGH	FAYETTEVILLE	CUMBERLAND
020302	ALEXANDER CENTRAL HIGH	TAYLORSVILLE	ALEXANDER	090330	EAST BLADEN HIGH	ELIZABETHTOWN	BLADEN
030304	ALLEGHANY HIGH	SPARTA	ALLEGHANY	120314	EAST BURKE HIGH	ICARD	BURKE
600310	ALTERNATIVE SCHL	CHARLOTTE	MECKLENBURG	160313	EAST CARTERET HIGH	BEAUFORT	CARTERET
200308	ANDREWS HIGH	ANDREWS	CHEROKEE	290324	EAST DAVIDSON HIGH	THOMASVILLE	DAVIDSON
040310	ANSON SR HIGH	WADESBORO	ANSON	310344	EAST DUPLIN HIGH	BEULAVILLE	DUPLIN
920316	APEX SR HIGH	APEX	WAKE	340364	EAST FORSYTH HIGH	KERNERSVILLE	FORSYTH
360310	ASHBROOK HIGH	GASTONIA	GASTON	360390	EAST GASTON HIGH	MOUNT HOLLY	GASTON
050304	ASHE CENTRAL HIGH	JEFFERSON	ASHE	450316	EAST HENDERSON HIGH	FLAT ROCK	HENDERSON
761304	ASHEBORO HIGH	ASHEBORO	RANDOLPH	550320	EAST LINCOLN HIGH	DENVER	LINCOLN
111302	ASHEVILLE HIGH	ASHEVILLE	BUNCOMBE	600377	EAST MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
920318	ATHENS DRIVE HIGH	RALEIGH	WAKE	620316	EAST MONTGOMERY HIGH	BISCOE	MONTGOMERY
070304	AURORA HIGH	AURORA	BEAUFORT	800340	EAST ROWAN HIGH	SALISBURY	ROWAN
060302	AVERY COUNTY HIGH	NEWLAND	AVERY	810340	EAST RUTHERFORD HIGH	FOREST CITY	RUTHERFORD
740309	AYDEN-GRIFTON HIGH	AYDEN	PITT	860316	EAST SURRY HIGH	PILOT MOUNTAIN	SURRY
180308	BANDYS HIGH	CATAWBA	CATAWBA	920411	EAST WAKE HIGH	WENDELL	WAKE
920324	BARBEE WORK-STUDY SCHOOL	RALEIGH	WAKE	970320	EAST WILKES HIGH	RONDA	WILKES
170316	BARTLETT YANCEY HIGH	YANCEYVILLE	CASWELL	010324	EASTERN ALAMANCE HIGH	MEBANE	ALAMANCE
580304	BEAR GRASS HIGH	WILLIAMSTON	MARTIN	410322	EASTERN GUILFORD HIGH	GIBSONVILLE	GUILFORD
050308	BEAVER CREEK HIGH	W JEFFERSON	ASHE	760318	EASTERN RANDOLPH HIGH	RAMSEUR	RANDOLPH
980318	BEDDINGFIELD HIGH	WILSON	WILSON	960330	EASTERN WAYNE HIGH	GOLDSBORO	WAYNE
070332	BELHAVEN JUNIOR HIGH	BELHAVEN	BEAUFORT	450320	EDNEYVILLE HIGH	EDNEYVILLE	HENDERSON
080312	BERTIE HIGH	WINDSOR	BERTIE	861308	ELKIN HIGH	ELKIN	SURRY
360336	BESSEMER CITY HIGH	BESSEMER CITY	GASTON	650326	EMSLEY LANEY HIGH	WILMINGTON	NEW HANOVER
090316	BLADENBORO HIGH	BLADENBORO	BLADEN	110352	ENKA HIGH	ENKA	BUNCOMBE
500316	BLUE RIDGE HIGH	GLENVILLE	JACKSON	920412	ENLOE HIGH	RALEIGH	WAKE
880308	BREVARD HIGH	BREVARD	TRANSYLVANIA	600386	EVENING SCHOOL	CHARLOTTE	MECKLENBURG
20348	BROUGHTON HIGH	RALEIGH	WAKE	240336	EXTENDED DAY SCHOOL	WHITEVILLE	COLUMBUS
10350	BUNCOMBE ADVANCED ED	ASHEVILLE	BUNCOMBE	780325	FAIRMONT HIGH	FAIRMONT	ROBESON
110303	BUNCOMBE COMMUNITY	ASHEVILLE	BUNCOMBE	740344	FARMVILLE CENTRAL HIGH	FARMVILLE	PITT
180320	BUNKER HILL HIGH	CLAREMONT	CATAWBA	980336	FIKE HIGH	WILSON	WILSON
350308	BUNN HIGH	BUNN	FRANKLIN	990322	FORBUSH HIGH	EAST BEND	YADKIN
230312	BURNS HIGH	LAWNDALE	CLEVELAND	900316	FOREST HILLS HIGH	MARSHVILLE	UNION
320312	C E JORDAN HIGH	DURHAM	DURHAM	560320	FRANKLIN HIGH	FRANKLIN	MACON
150304	CAMDEN COUNTY HIGH	CAMDEN	CAMDEN	351308	FRANKLINTON HIGH	FRANKLINTON	FRANKLIN
260325	CAPE FEAR HIGH	FAYETTEVILLE	CUMBERLAND	180340	FRED T FOARD HIGH	NEWTON	CATAWBA
280304	CAPE HATTERAS HIGH	BUXTON	DARE	120318	FREEDOM HIGH	MORGANTON	BURKE
340332	CAREER CENTER	WINSTON SALEM	FORSYTH	920428	FUQUAY-VARINA HIGH	FUQUAY-VARINA	WAKE
340330	CARVER HIGH	WINSTON SALEM	FORSYTH	600396	GARINGER HIGH	CHARLOTTE	MECKLENBUR
920368	CARY HIGH	CARY	WAKE	820332	GARLAND UNION HIGH	GARLAND	SAMPSON
181318	CATAWBA VALLEY HIGH	HICKORY	CATAWBA	920436	GARNER HIGH	GARNER	WAKE
130310	CENTRAL CABARRUS HIGH	CONCORD	CABARRUS	370312	GATES COUNTY SR HIGH	GATESVILLE	GATES
290308	CENTRAL SENIOR HIGH	LEXINGTON	DAVIDSON	411364	GILLESPIE PARK ED CTR	GREENSBORO	GUILFORD
681308	CHAPEL HILL HIGH	CHAPEL HILL	ORANGE	340382	GLENN HIGH	KERNERSVILLE	FORSYTH
960324	CHARLES AYCOCK HIGH	PIKEVILLE	WAYNE	962320	GOLDSBORO HIGH	GOLDSBORO	WAYNE
110336	CHARLES D OWEN HIGH	SWANNANOA	BUNCOMBE	010348	GRAHAM HIGH	GRAHAM	ALAMANCE
810324	CHASE HIGH	FOREST CITY	RUTHERFORD	400308	GREENE CENTRAL HIGH	SNOW HILL	GREENE
190316	CHATHAM CENTRAL HIGH	BEAR CREEK	CHATHAM	411372	GRIMSLEY HIGH	GREENSBORO	GUILFORD
870312	CHEROKEE EXT HIGH	CHEROKEE	SWAIN	240356	HALLSBORO HIGH	HALLSBORO	COLUMBUS
360360	CHERRYVILLE JR-SR HIGH	CHERRYVILLE	GASTON	600405	HARDING HIGH	CHARLOTTE	MECKLENBUR
070324	CHOCOWINITY HIGH	CHOCOWINITY	BEAUFORT	430346	HARNETT CENTRAL HIGH	ANGIER	HARNETT
360372	CHURCH STREET JR-SR HIGH	DALLAS	GASTON	250340	HAVELOCK HIGH	HAVELOCK	CRAVEN
090320	CLARKTON HIGH	CLARKTON	BLADEN	220310	HAYESVILLE HIGH	HAYESVILLE	CLAY
510324	CLAYTON HIGH	CLAYTON	JOHNSTON	451308	HENDERSONVILLE HIGH	HENDERSONVILLE	HENDERSON
821308	CLINTON HIGH	CLINTON	SAMPSON	460320	HERTFORD CO HIGH	AHOSKIE	HERTFORD
110340	CLYDE A ERWIN HIGH	ASHEVILLE	BUNCOMBE	140348	HIBRITEN HIGH	LENOIR	CALDWELL
890304	COLUMBIA HIGH	COLUMBIA	TYRRELL	181322	HICKORY HIGH	HICKORY	CATAWBA
130314	CONCORD HIGH	CONCORD	CABARRUS	412332	HIGH POINT CENTRAL HIG	HIGH POINT	GUILFORD
230324	CREST SENIOR HIGH	SHELBY	CLEVELAND	560324	HIGHLANDS HIGH	HIGHLANDS	MACON
940308	CRESWELL HIGH	CRESWELL	WASHINGTON	321352	HILLSIDE HIGH	DURHAM	DURHAM
270306	CURRITUCK COUNTY HIGH	BARCO	CURRITUCK	200312	HIWASSEE DAM HIGH	MURPHY	CHEROKEE
740333	D H CONLEY HIGH	GREENVILLE	PITT	820348	HOBBTON HIGH	NEWTON GROVE	SAMPSON
2315	DALTON MCMICHAEL			470312	HOKE COUNTY HIGH	RAEFORD	HOKE
	HIGH SCHOOL	MADISON	ROCKINGHAM	011338	HUGH CUMMINGS HIGH	BURLINGTON	ALAMANCE
280306	DARE CO ALTERN HIGH	MANTEO	DARE	360428	HUNTER HUSS HIGH	GASTONIA	GASTON

CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY
600426	INDEPENDENCE HIGH	CHARLOTTE	MECKLENBURG
340478	INDEPENDENCE HIGH	WINSTON SALEM	FORSYTH
070328	J A WILKINSON HIGH SCHOOL	BELHAVEN	BEAUFORT
390324	J F WEBB HIGH	OXFORD	GRANVILLE
740366	J H ROSE HIGH	GREENVILLE	PITT
670324	JACKSONVILLE HIGH	JACKSONVILLE	ONSLOW
980342	JAMES B HUNT HIGH SCHOOL	WILSON	WILSON
310352	JAMES KENAN HIGH	WARSAW	DUPLIN
580328	JAMESVILLE HIGH	JAMESVILLE	MARTIN
210312	JOHN A HOLMES HIGH	EDENTON	CHOWAN
650342	JOHN HOGGARD HIGH	WILMINGTON	NEW HANOVER
520320	JONES SENIOR HIGH	TRENTON	JONES
190336	JORDAN MATHEWS HIGH	SILER CITY	CHATHAM
231324	KINGS MOUNTAIN HIGH	KINGS MTN	CLEVELAND
541320	KINSTON HIGH	KINSTON	LENOIR
650354	LAKESIDE SCHOOL	WILMINGTON	NEW HANOVER
820349	LAKEWOOD HIGH	ROSEBORO	SAMPSON
290336	LEDFORD SENIOR HIGH	THOMASVILLE	DAVIDSON
530336	LEE SENIOR HIGH	SANFORD	LEE
291336	LEXINGTON SR HIGH	LEXINGTON	DAVIDSON
0330	LINCOLN SCHOOL OF TECHONOLOGY	LINCOLNTON	LINCOLN
550332	LINCOLNTON HIGH	LINCOLNTON	LINCOLN
780336	LITTLEFIELD HIGH	LUMBERTON	ROBESON
350336	LOUISBURG HIGH	LOUISBURG	FRANKLIN
410352	LUCY RAGSDALE HIGH	JAMESTOWN	GUILFORD
780342	LUMBERTON SR HIGH	LUMBERTON	ROBESON
570318	MADISON HIGH	MARSHALL	MADISON
792316	MADISON-MAYODAN HIGH	MADISON	ROCKINGHAM
780344	MAGNOLIA HIGH	LUMBERTON	ROBESON
180348	MAIDEN HIGH	MAIDEN	CATAWBA
280316	MANTEO HIGH	MANTEO	DARE
0388	MASSEY HILL EXTENDED DAY SCHOOL	FAYETTEVILLE	CUMBERLAND
480308	MATTAMUSKEET HIGH	SWAN QUARTER	HYDE
783304	MAXTON HIGH	MAXTON	ROBESON
590330	MCDOWELL HIGH	MARION	MCDOWELL
820352	MIDWAY HIGH	DUNN	SAMPSON
920500	MILLBROOK SENIOR HIGH	RALEIGH	WAKE
610334	MITCHELL HIGH	BAKERSVILLE	MITCHELL
901312	MONROE HIGH	MONROE	UNION
491312	MOORESVILLE SENIOR HIGH	MOORESVILLE	IREDELL
791336	MOREHEAD HIGH	EDEN	ROCKINGHAM
862312	MOUNT AIRY HIGH	MOUNT AIRY	SURRY
340454	MOUNT TABOR HIGH	WINSTON SALEM	FORSYTH
000330	MOUNTAIN HERITAGE HIGH	BURNSVILLE	YANCEY
130324	MT PLEASANT HIGH	MT PLEASANT	CABARRUS
460324	MURFREESBORO HIGH	MURFREESBORO	HERTFORD
200328	MURPHY HIGH	MURPHY	CHEROKEE
600466	MYERS PARK HIGH	CHARLOTTE	MECKLENBURG
240364	NAKINA HIGH	NAKINA	COLUMBUS
560332	NANTAHALA HIGH	TOPTON	MACON
3500	NC SCHOOL OF SCIENCE AND MATH	DURHAM	DURHAM
250356	NEW BERN HIGH	NEW BERN	CRAVEN
650352	NEW HANOVER HIGH	WILMINGTON	NEW HANOVER
182316	NEWTON-CONOVER HIGH	NEWTON	CATAWBA
100326	NORTH BRUNSWICK HIGH	LELAND	BRUNSWICK
110380	NORTH BUNCOMBE HIGH	WEAVERVILLE	BUNCOMBE
290348	NORTH DAVIDSON SR HIGH	LEXINGTON	DAVIDSON
310364	NORTH DUPLIN JR-SR HIGH	CALYPSO	DUPLIN
330328	NORTH EDGECOMBE HIGH	TARBORO	EDGECOMBE
340460	NORTH FORSYTH HIGH	WINSTON SALEM	FORSYTH
360470	NORTH GASTON HIGH	DALLAS	GASTON
490346	NORTH IREDELL HIGH	OLIN	IREDELL
510368	NORTH JOHNSTON HIGH	KENLY	JOHNSTON
540324	NORTH LENOIR HIGH	LAGRANGE	LENOIR
600480	NORTH MECKLENBURG HIGH	HUNTERSVILLE	MECKLENBURG
630332	NORTH MOORE HIGH	ROBBINS	MOORE
740374	NORTH PITT HIGH	BETHEL	PITT
840332	NORTH STANLY HIGH	NEW LONDON	STANLY
850332	NORTH STOKES HIGH	DANBURY	STOKES
860336	NORTH SURRY HIGH	MT AIRY	SURRY
970356	NORTH WILKES HIGH	HAYS	WILKES
660336	NORTHAMPTON HIGH-EAST	CONWAY	NORTHAMPTON
660324	NORTHAMPTON HIGH-WEST	GUMBERRY	NORTHAMPTON
410372	NORTHEAST GUILFORD SENIOR HIGH	MCLEANSVILLE	GUILFORD
700317	NORTHEASTERN HIGH	ELIZABETH CITY	PASQUOTANK
320356	NORTHERN HIGH	DURHAM	DURHAM
640350	NORTHERN NASH HIGH	ROCKY MOUNT	NASH
070330	NORTHSIDE HIGH	PINETOWN	BEAUFORT
130326	NORTHWEST CABARRUS HIGH	CONCORD	CABARRUS
410376	NORTHWEST GUILFORD SENIOR HIGH	GREENSBORO	GUILFORD
420346	NORTHWEST HIGH	LITTLETON	HALIFAX
050336	NORTHWEST HIGH	WARRENSVILLE	ASHE
190342	NORTHWOOD HIGH	PITTSBORO	CHATHAM
480316	OCRACOKE HIGH	OCRACOKE	HYDE
600490	OLYMPIC HIGH	CHARLOTTE	MECKLENBURG
670337	ONSLOW COUNTY HIGH	JACKSONVILLE	ONSLOW
680332	ORANGE SENIOR HIGH	HILLSBOROUGH	ORANGE
780352	ORRUM HIGH	ORRUM	ROBESON
411470	P J WEAVER ED CTR	GREENSBORO	GUILFORD
411436	PAGE HIGH	GREENSBORO	GUILFORD
690320	PAMLICO HIGH	BAYBORO	PAMILCO
340486	PARKLAND SENIOR HIGH	WINSTON SALEM	FORSYTH
780360	PARKTON HIGH	PARKTON	ROBESON
900344	PARKWOOD HIGH	MONROE	UNION
780370	PEMBROKE SENIOR HIGH	PEMBROKE	ROBESON
710326	PENDER HIGH	BURGAW	PENDER
720316	PERQUIMANS HIGH	HERTFORD	PERQUIMINS
730352	PERSON SR HIGH	ROXBORO	PERSON
900348	PIEDMONT HIGH	MONROE	UNION
260408	PINE FOREST SR HIGH	FAYETTEVILLE	CUMBERLAND
630336	PINECREST HIGH	SOUTHERN PINES	MOORE
440378	PISGAH HIGH	CANTON	HAYWOOD
940316	PLYMOUTH HIGH	PLYMOUTH	WASHINGTON
750316	POLK CENTRAL HIGH	MILL SPRING	POLK
510376	PRINCETON PRIM & HIGH	PRINCETON	JOHNSTON
600508	PROVIDENCE HIGH	CHARLOTTE	MECKLENBURG
780420	PURNELL SWETT HIGH	PEMBROKE	ROBESON
760348	RANDLEMAN HIGH	RANDLEMAN	RANDOLPH
780391	RED SPRINGS HIGH	RED SPRINGS	ROBESON
261357	REID ROSS HIGH	FAYETTEVILLE	CUMBERLAND
793332	REIDSVILLE SR HIGH	REIDSVILLE	ROCKINGHAM
340496	REYNOLDS HIGH	WINSTON SALEM	FORSYTH
670340	RICHLANDS HIGH	RICHLANDS	ONSLOW
770348	RICHMOND SENIOR HIGH	ROCKINGHAM	RICHMOND
320365	RIVERSIDE HIGH SCHOOL	DURHAM	DURHAM
580344	ROANOKE HIGH	ROBERSONVILLE	MARTIN
421316	ROANOKE RAPIDS HIGH	ROANOKE RAPIDS	HALIFAX
380308	ROBBINSVILLE HIGH	ROBBINSVILLE	GRAHAM
780331	ROBESON CO CAREER CT	LUMBERTON N C	ROBESON
790330	ROCKINGHAM CO SR HIGH	WENTWORTH	ROCKINGHAM
641360	ROCKY MOUNT HIGH	ROCKY MOUNT	NASH
960372	ROSEWOOD HIGH	GOLDSBORO	WAYNE
880328	ROSMAN HIGH	ROSMAN	TRANSYLVANIA
810384	RUTHERFORDTON HIGH	RUTHERFORDTON	RUTHERFORD
800396	SALISBURY HIGH	SALISBURY	ROWAN
920552	SANDERSON HIGH	RALEIGH	WAKE
420352	SCOTLAND NECK HIGH	SCOTLAND NECK	HALIFAX
830346	SCOTLAND SENIOR HIGH	LAURINBURG	SCOTLAND
011354	SELLARS-GUNN VOC ED	BURLINGTON	ALAMAN
260424	SEVENTY FIRST SR HIGH	FAYETTEVILLE	CUMBER

CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY
510399	SMITHFIELD-SELMA HIGH	SMITHFIELD	JOHNSTON
500340	SMOKEY MOUNTAIN HIGH	SYLVA	JACKSON
232332	SHELBY HIGH	SHELBY	CLEVELAND
411456	SMITH HIGH	GREENSBORO	GUILFORD
100334	SOUTH BRUNSWICK HIGH	SOUTHPORT	BRUNSWICK
140386	SOUTH CALDWELL HIGH	HUDSON	CALDWELL
290365	SOUTH DAVIDSON HIGH	DENTON	DAVIDSON
390352	SOUTH GRANVILLE HIGH	CREEDMOOR	GRANVILLE
490362	SOUTH IREDELL HIGH	STATESVILLE	IREDELL
510402	SOUTH JOHNSTON HIGH	FOUR OAKS	JOHNSTON
540336	SOUTH LENOIR HIGH	DEEP RUN	LENOIR
600535	SOUTH MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
340336	SOUTH PARK HIGH	WINSTON SALEM	FORSYTH
360494	SOUTH POINT HIGH	BELMONT	GASTON
780402	SOUTH ROBERSON HIGH	ROWLAND	ROBESON
800400	SOUTH ROWAN HIGH	CHINA GROVE	ROWAN
840356	SOUTH STANLY HIGH	NORWOOD	STANLY
850352	SOUTH STOKES HIGH	WALNUT COVE	STOKES
260427	SOUTH VIEW SR HIGH	HOPE MILLS	CUMBERLAND
410408	SOUTHEAST GUILFORD SENIOR HIGH	GREENSBORO	GUILFORD
420358	SOUTHEAST HALIFAX HIGH	HALIFAX	HALIFAX
410411	SOUTHERN GUILFORD HIGH	GREENSBORO	GUILFORD
320368	SOUTHERN HIGH	DURHAM	DURHAM
010388	SOUTHERN HIGH	GRAHAM	ALAMANCE
640364	SOUTHERN NASH SR HIGH	BAILEY	NASH
910364	SOUTHERN VANCE HIGH	HENDERSON	VANCE
960380	SOUTHERN WAYNE HIGH	DUDLEY	WAYNE
330350	SOUTHWEST EDGECOMBE HIGH	PINETOPS	EDGECOMBE
670344	SOUTHWEST HIGH	JACKSONVILLE	ONSLOW
410414	SOUTHWEST SR HIGH	HIGH POINT	GUILFORD
60358	SOUTHWESTERN HIGH	ASHEBORO	RANDOLPH
30401	ST PAULS HIGH	ST PAULS	ROBESON
180376	ST STEPHENS HIGH	HICKORY	CATAWBA
990326	STARMOUNT HIGH	BOONVILLE	YADKIN
490354	STATESVILLE SR	STATESVILLE	IREDELL
792328	STONEVILLE HIGH	STONEVILLE	ROCKINGHAM
900360	SUN VALLEY HIGH	MONROE	UNION
860352	SURRY CENTRAL HIGH	DOBSON	SURRY
870314	SWAIN COUNTY HIGH	BRYSON CITY	SWAIN
670352	SWANSBORO HIGH	SWANSBORO	ONSLOW
110416	T C ROBERSON HIGH	SKYLAND	BUNCOMBE
412372	T W ANDREWS HIGH	HIGH POINT	GUILFORD
240372	TABOR CITY PRIM & HIGH	TABOR CITY	COLUMBUS
090364	TAR HEEL HIGH	TAR HEEL	BLADEN
331320	TARBORO HIGH	TARBORO	EDGECOMBE
260446	TERRY SANFORD SR HIGH	FAYETTEVILLE	CUMBERLAND
120354	THE LEARNING CENTER	MORGANTON	BURKE
292324	THOMASVILLE HIGH	THOMASVILLE	DAVIDSON
710342	TOPSAIL JR-SR HIGH	HAMPSTEAD	PENDER
760380	TRINITY HIGH	TRINITY	RANDOLPH
430378	TRITON HIGH	ERWIN	HARNETT
440390	TUSCOLA HIGH	WAYNESVILLE	HAYWOOD
750330	TYRON HIGH SCHOOL	TRYON	POLK
900366	UNION CO CAREER CTR	MONROE	UNION
820388	UNION HIGH	CLINTON	SAMPSON
630360	UNION PINES HIGH	CAMERON	MOORE
910370	VANCE SENIOR HIGH	HENDERSON	VANCE
920588	WAKE FOREST HIGH	WAKE FOREST	WAKE
920528	WAKE OPTIONAL HIGH	RALEIGH	WAKE
310392	WALLACE-ROSE HILL HIGH	TEACHEY	DUPLIN
322	WALLTOWN EDUCATION ADVANCEMENT CENTER	DURHAM	DURHAM
011356	WALTER WILLIAMS HIGH	BURLINGTON	ALAMANCE
930352	WARREN COUNTY HIGH	WARRENTON	WARREN
71324	WASHINGTON HIGH	WASHINGTON	BEAUFORT
950336	WATAUGA HIGH	BOONE	WATAUGA
422324	WELDON HIGH	WELDON	HALIFAX
100348	WEST BRUNSWICK HIGH	SHALLOTTE	BRUNSWICK
140390	WEST CALDWELL HIGH	LENOIR	CALDWELL
160344	WEST CARTERET HIGH	MOREHEAD CITY	CARTERET
600576	WEST CHARLOTTE HIGH	CHARLOTTE	MECKLENBURG
240380	WEST COLUMBUS HIGH	CERRO GORDO	COLUMBUS
250372	WEST CRAVEN HIGH	VANCEBORO	CRAVEN
290388	WEST DAVIDSON HIGH	LEXINGTON	DAVIDSON
340556	WEST FORSYTH HIGH	CLEMMONS	FORSYTH
450352	WEST HENDERSON HIGH	HENDERSONVILLE	HENDERSON
490380	WEST IREDELL HIGH	STATESVILLE	IREDELL
550368	WEST LINCOLN HIGH	LINCOLNTON	LINCOLN
600579	WEST MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
620340	WEST MONTGOMERY HIGH	MT GILEAD	MONTGOMERY
800408	WEST ROWAN HIGH	MT ULLA	ROWAN
840368	WEST STANLY HIGH	OAKBORO	STANLY
970388	WEST WILKES HIGH	MILLERS CREEK	WILKES
410428	WESTERN GUILFORD HIGH	GREENSBORO	GUILFORD
430384	WESTERN HARNETT HIGH	LILLINGTON	HARNETT
010400	WESTERN HIGH	ELON COLLEGE	ALAMANCE
260455	WESTOVER SENIOR HIGH	FAYETTEVILLE	CUMBERLAND
670364	WHITE OAK HIGH	JACKSONVILLE	ONSLOW
241316	WHITEVILLE SENIOR HIGH	WHITEVILLE	COLUMBUS
970390	WILKES CENTRAL HIGH	WILKESBORO	WILKES
970391	WILKES COUNTY CAREER CTR	WILKESBORO	WILKES
240388	WILLIAMS TOWNSHIP HIGH	WHITEVILLE	COLUMBUS
580368	WILLIAMSTON HIGH	WILLIAMSTON	MARTIN

CODE SHEET E
NORTH CAROLINA PUBLIC HIGH SCHOOLS
NON-PUBLIC AND 'OTHER'

SCHOOL CODE	NAME	CITY	COUNTY	SCHOOL CODE	NAME	CITY	COUNTY
003981	N C SCHOOL OF THE ARTS	WINSTON-SALEM	FORSYTH	696800	OTHER PUBLIC PAMLICO		PAMLICO
016800	OTHER PUBLIC ALAMANCE		ALAMANCE	706800	OTHER PUBLIC PASQUOTANK		PASQUOTANK
026800	OTHER PUBLIC ALEXANDER		ALEXANDER	716800	OTHER PUBLIC PENDER		PENDER
036800	OTHER PUBLIC ALLEGHANY		ALLEGHANY	726800	OTHER PUBLIC PERQUIMANS		PERQUIMINS
046800	OTHER PUBLIC ANSON		ANSON	766800	OTHER PUBLIC RANDOLPH		RANDOLPH
056800	OTHER PUBLIC ASHE		ASHE	776800	OTHER PUBLIC RICHMOND		RICHMOND
066800	OTHER PUBLIC AVERY		AVERY	786800	OTHER PUBLIC ROBESON		ROBESON
076800	OTHER PUBLIC BEAUFORT		BEAUFORT	796800	OTHER PUBLIC ROCKINGHAM		ROCKINGHAM
086800	OTHER PUBLIC BERTIE		BERTIE	806800	OTHER PUBLIC ROWAN		ROWAN
096800	OTHER PUBLIC BLADEN		BLADEN	816800	OTHER PUBLIC RUTHERFORD		RUTHERFORD
106800	OTHER PUBLIC BRUNSWICK		BRUNSWICK	826800	OTHER PUBLIC SAMPSON		SAMPSON
116800	OTHER PUBLIC BUNCOMBE		BUNCOMBE	836800	OTHER PUBLIC SCOTLAND		SCOTLAND
126800	OTHER PUBLIC BURKE		BURKE	846800	OTHER PUBLIC STANLY		STANLY
136800	OTHER PUBLIC CABARRUS		CABARRUS	856800	OTHER PUBLIC STOKES		STOKES
146800	OTHER PUBLIC CALDWELL		CALDWELL	866800	OTHER PUBLIC SURRY		SURRY
156800	OTHER PUBLIC CAMDEN		CAMDEN	876800	OTHER PUBLIC SWAIN		SWAIN
166800	OTHER PUBLIC CARTERET		CARTERET	896800	OTHER PUBLIC TERRELL		TYRRELL
176800	OTHER PUBLIC CASWELL		CASWELL	886800	OTHER PUBLIC TRANSYLVANIA		TRANSYLVANIA
186800	OTHER PUBLIC CATAWBA		CATAWBA	906800	OTHER PUBLIC UNION		UNION
196800	OTHER PUBLIC CHATHAM		CHATHAM	916800	OTHER PUBLIC VANCE		VANCE
206800	OTHER PUBLIC CHEROKEE		CHEROKEE	926800	OTHER PUBLIC WAKE		WAKE
216800	OTHER PUBLIC CHOWAN		CHOWAN	936800	OTHER PUBLIC WARREN		WARREN
226800	OTHER PUBLIC CLAY		CLAY	946800	OTHER PUBLIC WASHINGTON		WASHINGTON
236800	OTHER PUBLIC CLEVELAND		CLEVELAND	956800	OTHER PUBLIC WATAUGA		WATAUGA
246800	OTHER PUBLIC COLUMBUS		COLUMBUS	966800	OTHER PUBLIC WAYNE		WAYNE
256800	OTHER PUBLIC CRAVEN		CRAVEN	976800	OTHER PUBLIC WILKES		WILKES
266800	OTHER PUBLIC CUMBERLAND		CUMBERLAND	986800	OTHER PUBLIC WILSON		WILSON
276800	OTHER PUBLIC CURRITUCK		CURRITUCK	996800	OTHER PUBLIC YADKIN		YADKIN
286800	OTHER PUBLIC DARE		DARE	006800	OTHER PUBLIC YANCEY		YANCEY
296800	OTHER PUBLIC DAVIDSON		DAVIDSON	002953	PEACE COLLEGE	RALEIGH	WAKE
306800	OTHER PUBLIC DAVIE		DAVIE	016900	PRIVATE ALAMANCE		ALAMANCE
316800	OTHER PUBLIC DUPLIN		DUPLIN	026900	PRIVATE ALEXANDER		ALEXANDER
326800	OTHER PUBLIC DURHAM		DURHAM	036900	PRIVATE ALLEGHANY		ALLEGHANY
336800	OTHER PUBLIC EDGECOMBE		EDGECOMBE	046900	PRIVATE ANSON		ANSON
346800	OTHER PUBLIC FORSYTH		FORSYTH	056900	PRIVATE ASHE		ASHE
356800	OTHER PUBLIC FRANKLIN		FRANKLIN	066900	PRIVATE AVERY		AVERY
366800	OTHER PUBLIC GASTON		GASTON	076900	PRIVATE BEAUFORT		BEAUFORT
376800	OTHER PUBLIC GATES		GATES	086900	PRIVATE BERTIE		BERTIE
386800	OTHER PUBLIC GRAHAM		GRAHAM	096900	PRIVATE BLADEN		BLADEN
396800	OTHER PUBLIC GRANVILLE		GRANVILLE	106900	PRIVATE BRUNSWICK		BRUNSWICK
406800	OTHER PUBLIC GREENE		GREENE	116900	PRIVATE BUNCOMBE		BUNCOMBE
416800	OTHER PUBLIC GUILFORD		GUILFORD	126900	PRIVATE BURKE		BURKE
426800	OTHER PUBLIC HALIFAX		HALIFAX	136900	PRIVATE CABARRUS		CABARRUS
436800	OTHER PUBLIC HARNETT		HARNETT	146900	PRIVATE CALDWELL		CALDWELL
446800	OTHER PUBLIC HAYWOOD		HAYWOOD	156900	PRIVATE CAMDEN		CAMDEN
456800	OTHER PUBLIC HENDERSON		HENDERSON	166900	PRIVATE CARTERET		CARTERET
466800	OTHER PUBLIC HERTFORD		HERTFORD	176900	PRIVATE CASWELL		CASWELL
476800	OTHER PUBLIC HOKE		HOKE	186900	PRIVATE CATAWBA		CATAWBA
486800	OTHER PUBLIC HYDE		HYDE	196900	PRIVATE CHATHAM		CHATHAM
496800	OTHER PUBLIC IREDELL		IREDELL	206900	PRIVATE CHEROKEE		CHEROKEE
506800	OTHER PUBLIC JACKSON		JACKSON	216900	PRIVATE CHOWAN		CHOWAN
516800	OTHER PUBLIC JOHNSTON		JOHNSTON	226900	PRIVATE CLAY		CLAY
526800	OTHER PUBLIC JONES		JONES	236900	PRIVATE CLEVELAND		CLEVELAND
536800	OTHER PUBLIC LEE		LEE	246900	PRIVATE COLUMBUS		COLUMBUS
546800	OTHER PUBLIC LENOIR		LENOIR	256900	PRIVATE CRAVEN		CRAVEN
556800	OTHER PUBLIC LINCOLN		LINCOLN	266900	PRIVATE CUMBERLAND		CUMBERLAND
566800	OTHER PUBLIC MACON		MACON	276900	PRIVATE CURRITUCK		CURRITUCK
576800	OTHER PUBLIC MADISON		MADISON	286900	PRIVATE DARE		DARE
586800	OTHER PUBLIC MARTIN		MARTIN	296900	PRIVATE DAVIDSON		DAVIDSON
596800	OTHER PUBLIC MCDOWELL		MCDOWELL	306900	PRIVATE DAVIE		DAVIE
606800	OTHER PUBLIC MECKLENBERG		MECKLENBURG	316900	PRIVATE DUPLIN		DUPLIN
616800	OTHER PUBLIC MITCHELL		MITCHELL	326900	PRIVATE DURHAM		DURHAM
626800	OTHER PUBLIC MONTGOMERY		MONTGOMERY	336900	PRIVATE EDGECOMBE		EDGECOMBE
636800	OTHER PUBLIC MOORE		MOORE	346900	PRIVATE FORSYTH		FORSYTH
646800	OTHER PUBLIC NASH		NASH	356900	PRIVATE FRANKLIN		FRANKLIN
656800	OTHER PUBLIC NEW HANOVER		NEW HANOVER	366900	PRIVATE GASTON		GASTON
656800	OTHER PUBLIC NORTHAMPTON		NORTHAMPTON	376900	PRIVATE GATES		GATES
676800	OTHER PUBLIC ONSLOW		ONSLOW	386900	PRIVATE GRAHAM		GRAHAM
686800	OTHER PUBLIC ORANGE		ORANGE	396900	PRIVATE GRANVILLE		GRANVILLE

Attachment 7

CODE SHEET F
NORTH CAROLINA PUBLIC HIGH SCHOOLS
NON-PUBLIC AND 'OTHER'

SCHOOL CODE	NAME	CITY	COUNTY
406900	PRIVATE GREENE		GREENE
416900	PRIVATE GUILFORD		GUILFORD
426900	PRIVATE HALIFAX		HALIFAX
436900	PRIVATE HARNETT		HARNETT
446900	PRIVATE HAYWOOD		HAYWOOD
456900	PRIVATE HENDERSON		HENDERSON
466900	PRIVATE HERTFORD		HERTFORD
476900	PRIVATE HOKE		HOKE
486900	PRIVATE HYDE		HYDE
496900	PRIVATE IREDELL		IREDELL
506900	PRIVATE JACKSON		JACKSON
516900	PRIVATE JOHNSTON		JOHNSTON
526900	PRIVATE JONES		JONES
536900	PRIVATE LEE		LEE
546900	PRIVATE LENOIR		LENOIR
556900	PRIVATE LINCOLN		LINCOLN
566900	PRIVATE MACON		MACON
576900	PRIVATE MADISON		MADISON
586900	PRIVATE MARTIN		MARTIN
596900	PRIVATE MCDOWELL		MCDOWELL
606900	PRIVATE MECKLENBERG		MECKLENBURG
616900	PRIVATE MITCHELL		MITCHELL
626900	PRIVATE MONTGOMERY		MONTGOMERY
636900	PRIVATE MOORE		MOORE
646900	PRIVATE NASH		NASH
656900	PRIVATE NEW HANOVER		NEW HANOVER
666900	PRIVATE NORTHAMPTON		NORTHAMPTON
676900	PRIVATE ONSLOW		ONSLOW
686900	PRIVATE ORANGE		ORANGE
696900	PRIVATE PAMILCO		PAMILCO
726900	PRIVATE PERQUIMANS		PERQUIMINS
736900	PRIVATE PERSON		PERSON
746900	PRIVATE PITT		PITT
756900	PRIVATE POLK		POLK
766900	PRIVATE RANDOLPH		RANDOLPH
776900	PRIVATE RICHMOND		RICHMOND
786900	PRIVATE ROBESON		ROBESON
796900	PRIVATE ROCKINGHAM		ROCKINGHAM
806900	PRIVATE ROWAN		ROWAN
816900	PRIVATE RUTHERFORD		RUTHERFORD
826900	PRIVATE SAMPSON		SAMPSON
836900	PRIVATE SCOTLAND		SCOTLAND
846900	PRIVATE STANLY		STANLY
856900	PRIVATE STOKES		STOKES
866900	PRIVATE SURRY		SURRY
876900	PRIVATE SWAIN		SWAIN
896900	PRIVATE TERRELL		TYRRELL
886900	PRIVATE TRANSYLVANIA		TRANSYLVANIA
906900	PRIVATE UNION		UNION
916900	PRIVATE VANCE		VANCE
926900	PRIVATE WAKE		WAKE
936900	PRIVATE WARREN		WARREN
946900	PRIVATE WASHINGTON		WASHINGTON
956900	PRIVATE WATAUGA		WATAUGA
966900	PRIVATE WAYNE		WAYNE
976900	PRIVATE WILKES		WILKES
986900	PRIVATE WILSON		WILSON
996900	PRIVATE YADKIN		YADKIN
006900	PRIVATE YANCEY		YANCEY
002969	SAINT MARY'S COLLEGE	RALEIGH	WAKE

CODE SHEET F
OUT--OF-STATE HIGH SCHOOL CODES

SCHOOL CODE	NAME	STATE
101000	ALABAMA HIGH SCHOOL	AL
102000	ALASKA HIGH SCHOOL	AK
103000	ARIZONA HIGH SCHOOL	AZ
104000	ARKANSAS HIGH SCHOOL	AR
105000	CALIFORNIA HIGH SCHOOL	CA
106000	COLORADO HIGH SCHOOL	CO
107000	CONNECTICUT HIGH SCHOOL	CT
108000	DELAWARE HIGH SCHOOL	DE
109000	DISTRICT OF COLUMBIA HIGH SCH.	DC
110000	FLORIDA HIGH SCHOOL	FL
111000	GEORGIA HIGH SCHOOL	GA
112000	HAWAII HIGH SCHOOL	HI
113000	IDAHO HIGH SCHOOL	ID
114000	ILLINOIS HIGH SCHOOL	IL
115000	INDIANA HIGH SCHOOL	IN
116000	IOWA HIGH SCHOOL	IA
117000	KANSAS HIGH SCHOOL	KS
118000	KENTUCKY HIGH SCHOOL	KY
119000	LOUISIANA HIGH SCHOOL	LA
120000	MAINE HIGH SCHOOL	ME
121000	MARYLAND HIGH SCHOOL	MD
122000	MASSACHUSETTS HIGH SCHOOL	MA
123000	MICHIGAN HIGH SCHOOL	MI
124000	MINNESOTA HIGH SCHOOL	MN
125000	MISSISSIPPI HIGH SCHOOL	MS
126000	MISSOURI HIGH SCHOOL	MO
127000	MONTANA HIGH SCHOOL	MT
128000	NEBRASKA HIGH SCHOOL	NE
129000	NEVADA HIGH SCHOOL	NV
130000	NEW HAMPSHIRE HIGH SCHOOL	NH
131000	NEW JERSEY HIGH SCHOOL	NJ
132000	NEW MEXICO HIGH SCHOOL	NM
133000	NEW YORK HIGH SCHOOL	NY
135000	NORTH DAKOTA HIGH SCHOOL	ND
136000	OHIO HIGH SCHOOL	OH
137000	OKLAHOMA HIGH SCHOOL	OK
138000	OREGON HIGH SCHOOL	OR
154000	OTHER FOREIGN HIGH SCHOOL	OF
139000	PENNSYLVANIA HIGH SCHOOL	PA
152000	PUERTO RICO HIGH SCHOOL	PR
140000	RHODE ISLAND HIGH SCHOOL	RI
141000	SOUTH CAROLINA HIGH SCHOOL	SC
142000	SOUTH DAKOTA HIGH SCHOOL	SD
143000	TENNESSEE HIGH SCHOOL	TN
144000	TEXAS HIGH SCHOOL	TX
145000	UTAH HIGH SCHOOL	UT
146000	VERMONT HIGH SCHOOL	VT
153000	VIRGIN ISLANDS HIGH SCHOOL	VI
147000	VIRGINIA HIGH SCHOOL	VA
148000	WASHINGTON HIGH SCHOOL	WA
149000	WEST VIRGINIA HIGH SCHOOL	WV
150000	WISCONSIN HIGH SCHOOL	WI
151000	WYOMING HIGH SCHOOL	WY

Attachment 8

EXTENSION REGISTRATION
DCC 7-2
VERIFICATION REPORT

Submit the information below with your Extension Registration quarterly report.

For colleges using the Prime system, this report is generated for you as a part of your Extension Registration report processing. Make sure that you include a copy of the printout with your data submission instead of this form.

Date: ______________

College: ____

Contact Person: ______________________ Telephone: ______________

REPORTING PERIOD (Circle)	FINAL DUE DATE
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21

School Year: ________________

Reporting Status: __________ Final Report ____________ Partial Report

---

TOTAL NUMBER OF RECORDS REPORTED ______

VERIFICATION STATEMENT
THE ABOVE INFORMATION HAS BEEN REVIEWED AND IS ACCURATE.

________________________________ ____________
SIGNATURE OF PRESIDENT OR DESIGNEE DATE

******* SEND THIS FORM WITH YOUR TAPE *******

Attachment 9

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

July 1, 1991

MEMORANDUM

TO: Presidents
Vice Presidents/Deans of Continuing Education
Community College System

FROM: Dr. Sanford C. Shugart
Vice President for Programs

SUBJECT: Master Course List, Continuing Education (Revised), Effective Summer Quarter - 1991

Several changes have been made to the Continuing Education Master Course List. The prior issue of the 1991 list is replaced by the enclosed 1991 (Revised) list. Please destroy the 1991 list distributed on May 22, 1991.

The QPI prefix (discipline code) courses approved during the June 13, 1991 State Board meeting have been transferred to program W 701 Industrial and assigned an ISC prefix (discipline code). The W 983 Law Enforcement program code has been changed to W 966 Criminal Justice - Non-Mandated and W 967 Criminal Justice - Mandated. Several updates (additions, deletions and title changes) were made in the Criminal Justice program area.

New courses continue to be indicated by an asterisk (*). Also, Academic-Related Courses for Occupational Training should continue to be offered only to business and industry employees at the request of the business or industry; if these courses are offered to the general public, colleges should select the appropriate Academic Extension course number and title.

Updated IIPS software release 7.3 which updates "Prime" installation files will be distributed within a few days. Julian Wingfield is the software contact person.

The feedback and other assistance from college continuing education officials were most helpful with making these latest Master Course List updates. If you have further input, questions or need additional information, please contact Chuck Barham at 919-733-7051 Ext. 460 or Tammy Byrd at 919-733-7051 Ext. 459.

We really appreciate your cooperative assistance. Thank You!

CBB/tdb

Attachment

CC-91-172

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

July 25, 1991

MEMORANDUM

TO: Presidents
Deans of Continuing Education

FROM: Sanford C. Shugart

SUBJECT: Adult Driver Education (MIC 3410)

Effective August 1, 1991 there will no longer be a requirement for community colleges to submit requests to offer adult driver education courses to the Department of Community Colleges for approval. Community colleges may conduct adult driver education courses when there is an instructional need in their service area, provided they comply with the following procedure:

- All adult driver education courses will be conducted by qualified instructors who possess a current driver training instructor license issued by the School Bus and Traffic Safety Section, Division of Motor Vehicles, NC Department of Transportation or a current certification issued by the the Driver Education Program, Division of School Services, NC Department of Public Instruction.
- Validation of instructor licensure/certification must be maintained by the employing college with course records.
- Persons enrolling in community college adult driver education courses must be eighteen years of age or older.
- For unlicensed persons 18 years of age or older, a minimum of six hours classroom instruction and a minimum of six hours behind-the-wheel instruction is required by T19A: 031.0307(1).
- Lesson plans must address the appropriate topical areas outlined in NC Department of Public Instruction Course No. 881: Driver Education. Textbooks used in driver education courses must be chosen from the NC Department of Public Instruction recommended list. A copy of lesson plans used in adult driver education courses must be on file at the college.

- If a loan vehicle is used during a course, a copy of the signed loan agreement must be filed with course records before conducting any instruction.

- All adult driver training must be reported under Program P 964, Prefix (Discipline Code) MIC 3410.

- Local Boards of Trustees establish registration fees for their respective colleges in accordance with current practice for community service courses (See CC-88-199 and CC-88-253).

- All colleges currently authorized by former procedure to conduct adult driver education shall ensure their courses are conducted in accordance with the above requirements.

The following points of contact are available to provide you with added information on adult driver education programming:

Worth McDonald, Director
School Bus and Traffic Safety Section
Division of Motor Vehicles
NC Department of Transportation
Raleigh, NC 27697
919/733-3046

Robbie Lester, Chief Consultant
Driver Education Program
Division of School Services
NC Department of Public Instruction
Raleigh, NC 27603
919/733-3614

Chuck Barham, Director of Special Programs
Tammy Byrd, Administrative Assistant
NC Department of Community Colleges
200 West Jones Street
Raleigh, NC 27603-1337
919/733-7051

This procedural change is taken to reduce administrative requirements for colleges offering adult driver education courses. If you have questions, give us a telephone call.

SCS/CBB/tdb

Attachments

cc: Worth McDonald
Robbie Lester

DEPARTMENT OF PUBLIC INSTRUCTION

Course No. 881: Driver Education

Textbook: (Books selected from recommended list.)

Course Description:

The driver training and safety education course consists of a minimum of thirty (30) clock hours for classroom instruction and a minimum of six (6) clock hours per student for behind-the-wheel instruction and practice driving, exclusive of time spent in the car as an observer.

The classroom phase of instruction includes a study of:

> **Highway transportation** - its social and economic influences upon life in America.
>
> **Drivers** - their physical and mental characteristics and how their capabilities and limitations influence the traffic scene.
>
> **The automobile** - its construction, maintenance, and safe operation.
>
> **Traffic laws and enforcement** - laws of nature, man-made laws, and law enforcement in regards to traffic safety.
>
> **Pedestrians and Bicycles** - their influence upon the traffic scene.
>
> **Engineering** - its influence upon autos, highways, traffic controls, and people.

The "**in-car**" or laboratory phase of the course includes:

> Familiarization with the car, use of its controls, and developments of skills essential to safe operation in traffic.
>
> Driving in traffic with the instructor in a dual control car to develop skills needed to follow the soundest course of action in responding to complex situations.

For further information, see:

> **DRIVER EDUCATION, A MANUAL FOR INSTRUCTORS**, State Department of Public Instruction, Publication No. 288.

State Department of Public Instruction Supervisor: Robbie Lester

Reference: North Carolina Department of Transportation, Division of Motor Vehicles, School Bus and Traffic Safety Section; **RULES AND REGULATIONS GOVERNING THE LICENSING OF COMMERCIAL DRIVER TRAINING SCHOOLS AND INSTRUCTORS**, April, 1991.

RECOMMENDED TEXTBOOKS

Textbooks currently recommended for use are listed below along with name and address of the publishers. School personnel should select from the list the text that is preferred and should provide copies for each student enrolled. In addition, one copy of each of the other texts should be available for use by teachers.

Book Titles	Publishers
Basic Driver Education	The Interstate Printers and Publishers, Inc. Danville, IL 61832
Building Safe Driving Skills	Fearon-Pitman Publishers, Inc. 6 Davie Drive Belmont, CA 94002
Caution: Driving Ahead	Steck-Vaughn Company 807 Brazos (PO Box 2028) Austin, TX 78768
Drive Right for Safety and Savings Let's Drive Right	Scott, Foresman and Company 1955 Montreal Road Tucker, GA 30084
Driver Education and Traffic Safety Man and the Motor Car	Prentice-Hall, Inc. (Educational Book Division) 680 Forrest Road, NE Atlanta, GA 30312
Driver Education: Learning to Drive Defensively When You Take the Wheel	Laidlaw Bros. Publishers 5925 Peachtree Indus. Blvd. Chamblee, GA 30341
Driving: A Task Analysis Approach	Rand McNally & Company PO Box 7600 Chicago, IL 60680
In the Driver's Seat Tomorrow's Drivers	Houghton Mifflin Company 7055 Amwiler Indus. Drive Atlanta, GA 30360
Safe Performance Driving	Ginn & Company 717 Miami Circle Atlanta, GA 30324
Sportsmanlike Driving	McGraw-Hill Book Company Webster Division 5925 Peachtree Indus. Drive Chamblee, GA 30341
Youth at the Wheel	Charles A. Bennett, Inc. 809 West Detweiler Drive Peoria, IL 61614

RECOMMENDED TEXTBOOKS (CONT.)

Book Titles	Publishers
Drive Right: A Responsible Approach	Scott Foresman, 1987 Available from: Sam Kasias PO Box 5384 Emerywood Station High Point, NC 27262
Defensive Driving: Safety Behind the Wheel and On the Road	Glencoe, 1986 Available from: Laurie Merlo 551-104 Bridleridge Dr. Raleigh, NC 27609

DPI TEACHER HANDBOOK

OUTLINE FOR DRIVER EDUCATION

Robbie Lester
Chief Consultant
Driver Education Program
Division of School Services
NC Department of Public Instruction
Raleigh, North Carolina 27603

Grades 9-10 Outline (Driver Education)

1. Individual Responsibility
    - 1.1 Purpose of law
    - 1.2 Common violations
    - 1.3 Traffic safety specialists
    - 1.4 Emergency situations
    - 1.5 Attitude factors

2. Perform Safely as a Vehicle Operator
    - 2.1 Skill and control
    - 2.2 Rules of the road
    - 2.3 Vehicle interaction
    - 2.4 Safety check

3. Human and Economic Factors
    - 3.1 Alcohol and other drugs
    - 3.2 Cost of operation

4. Emergency Situations
    - 4.1 Driving decisions
    - 4.2 First aid for traumatic injuries

5. Natural Laws
    - 5.1 Inertia, momentum, friction, and centrifugal force.

6. Defensive Driving
    - 6.1 I.P.D.E.--identify, predict, decide, execute
    - 6.2 Smith system

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9/10   Skills/Subject Area: Driver Education

COMPETENCY GOAL 1: The learner will understand the individual's responsibility others involved in daily traffic activities.

Objectives	Measures
1.1 Know purposes of traffic safety laws.	1.1.1 State how traffic volume, traffic speed, and vehicular types affect the need for traffic laws.
1.2 Know common traffic violations and their consequences.	1.2.1 List three common traffic violations and their consequences: a. legally b. possibility of causing an accident.
1.3 Know contributions made by traffic safety specialists (i.e., individuals and organizations).	1.3.1 Explain the meaning of all traffic signs, signals, and markings. 1.3.2 Identify one individual and one organization and explain how each contributes to traffic safety.
1.4 Know sources of information concerning safe traffic practices and causes of accidents.	1.4.1 Identify two sources of traffic safety information. 1.4.2 Tell how these sources can be used to prevent accidents.
1.5 Know the importance of performing safely in daily traffic activities.	1.5.1 Describe the financial costs of traffic accidents. 1.5.2 Describe the personal losses that can result from traffic accidents.

Grade Level: 9/10

Skills/Subject Area: Driver Education

COMPETENCY GOAL 1: The learner will understand the individual's responsibility to others involved in daily traffic activities.

Objectives	Measures
1.6 Know procedures to follow in emergency situations.	1.6.1 List typical nonaccident type emergencies that may happen to automobile drivers.
	1.6.2 Identify proper procedures to follow when dealing with roadside emergencies and traffic accidents.
1.7 Know basic legal and economic factors involved in purchasing and maintaining a transportation vehicle.	1.7.1 List basic information about North Carolina car insurance laws and regulations.
	1.7.2 List initial costs when purchasing a car.
1.8 Know attitude factors that affect safe driving.	1.8.1 List emotional states and how they can affect the driving tasks.

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9/10 Skills/Subject Area: Driver Education

COMPETENCY GOAL 2: The learner will perform safely as a vehicle operator, passenger, and pedestrian.

Objectives		Measures	
2.1	Acquire skill and control as a vehicle operator and passenger.	2.1.1	Demonstrate to the teacher skill to operate the vehicle safely.
		2.1.2	Use proper restraints as an operator and as a passenger.
		2.1.3	Describe the special precautions that should be taken by an automobile driver in order to protect pedestrians.
2.2	Understand the rules of the road that a vehicle operator, passenger, and pedestrian must follow.	2.2.1	List four typical rules of the road for pedestrians.
		2.2.2	Identify three things a passenger can do to increase her/his safety.
		2.2.3	List five common rules of the road that apply to automobile drivers
2.3	Know ways to interact safely with other vehicles.	2.3.1	List various types of vehicles that use the roadways.
		2.3.2	Identify the particular characteristics of the various vehicles.
		2.3.3	Discuss and demonstrate how to safely interact with all vehicles using the roadway, particularly large vehicle/small vehicle mix.
2.4	Describe a safety check to be made of vehicle and self before driving.	2.4.1	List items to be checked each time the automobile is put into use.
		2.4.2	List items to be checked periodically.

Grade Level: 9/10 Skills/Subject Area: Driver Education

COMPETENCY GOAL 3: The learner will be proficient in making a decision about the effects of human and economic factors involved in the operation of a motor vehicle.

Objectives	Measures
3.1 Understand the effects of alcohol and other drugs on the decision-making process and a driver's ability to perform safely.	3.1.1 Relate how the consequences of driving under the influence of alcohol and other drugs pertains to a driver's responsibilities to other highway users.
	3.1.2 Explain how the consumption of alcohol influences a driver's physical and mental abilities to perform safely.
	3.1.3 Explain how the consumption of alcohol influences a driver's behavior (emotional stability).
	3.1.4 Write a paper which explains the legal consequences of an arrest for driving while under the influence of alcohol which covers three situations: a. a case in which there is no accident or injury. b. a case in which there is an accident with injury and/or property damage. c. a case involving an accident, a death, personal injury, and property damage.
	3.1.5 Cite alternatives to driving after having consumed alcohol and/or other drugs.

Skills/Subject Area: Driver Education

COMPETENCY GOAL 3: The learner will be proficient in making a decision about the effects of human and economic factors involved in the operation of a motor vehicle.

Objectives	Measures
	3.1.6 Identify five common depressant drugs and five common stimulant drugs, and explain the differing effects of drugs that depress and drugs that stimulate.
	3.1.7 Describe the process by which alcohol is eliminated from the body.
	3.1.8 Cite names of community sources available to individuals for information and for those who need help regarding alcohol and drug problems.
3.2 Identify capabilities, limitations, and responsibilities of her/himself and other highway users.	3.2.1 List physical and emotional states and how they may affect the driving task.
	3.2.2 Describe how external forces such as weather, night, and traffic conditions can affect attitude and driver capability.
	3.2.3 Explain the effect of fatigue on driving.
3.3 Make critical decisions as they relate to driving tasks.	3.3.1 Demonstrate to instructor, proper decision-making in driving situations.

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9/10 Skills/Subject Area: Driver Education

COMPETENCY GOAL 4: The learner will follow appropriate procedures dealing with emergency situations.

Objectives	Measures
4.1 **Make correct driving decisions in emergency situations.**	4.1.1 **Demonstrate to instructor correct driving decisions as encountered and/or staged.**
	4.1.2 **List correct driving decisions or skills that are too dangerous to be staged.**
4.2 **Know what to do in case of an accident.**	4.2.1 **Explain proper general procedure for dealing with traumatic types of injuries that may occur in traffic accidents.**
	4.2.2 **State how to notify proper authorities of an accident.**
	4.2.3 **Define this state's "Good Samaritan Law for drivers".**

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9/10 Skills/Subject Area: Driver Education

COMPETENCY GOAL 5: The learner will understand the effects of natural laws on vehicle operation.

Objectives	Measures
5.1 Know terms to describe vehicle motions; list problems that arise due to natural laws; and know safe techniques to use regarding those laws.	5.1.1 List physical laws of nature such as inertia, flash point, momentum, centrifugal force, and friction, and define each.
	5.1.2 State each physical law of nature and how it relates to the safe operation of a vehicle.
	5.1.3 List driving procedures which reduce the possibility that a driver will break the laws of nature and thereby create a serious hazard for self.

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9/10

Skills/Subject Area: Driver Education

COMPETENCY GOAL 6: The learner will become familiar with elementary defensive driving techniques.

Objectives	Measures
6.1 Know defensive driving techniques as they relate to a class "C" driver's license.	6.1.1 List defensive driving techniques as they relate to various situations as illustrated by the instructor.
	6.1.2 Demonstrates proper defensive driving techniques in traffic.

Grades 9-12 Outline (General Safety Education)

1. Traffic Safety

    1.1 Defensive driving techniques
    1.2 Driving emergencies
    1.3 Driving conditions
    1.4 Straight drive transmission
    1.5 Laws for mopeds and motorcycles

2. Home Safety

    2.1 Select home site
    2.2 Protection services
    2.3 Household tools
    2.4 Poisons
    2.5 Combustible materials
    2.6 Building codes

3. School Safety

    3.1 School accident data
    3.2 School emergency procedures
    3.3 Personal safety role
    3.4 Intramural sports
    3.5 Laboratory safety

4. Work Safety

    4.1 Individual responsibility
    4.2 Safe practices
    4.3 Local, state, and federal agencies
    4.4 Hazards of local occupations

5. Recreational Safety

    5.1 Safe sites
    5.2 Maintenance of equipment
    5.3 Protective clothing
    5.4 Recreation emergencies
    5.5 Local accident facts
    5.6 Local agencies
    5.7 Local recreation programs

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9-12 Skills/Subject Area: Traffic Safety

COMPETENCY GOAL 1: The learner will become familiar with defensive driving techniques in A, B, C, school bus, and motorcycle classes of vehicle(s).

Objectives	Measures
1.1 Know defensive driving techniques essential for life-saving accident-prevention.	1.1.1 Explain how to avoid a head-on collision.
	1.1.2 Explain how to avoid an intersection collision.
	1.1.3 Explain the art of passing and being passed.
	1.1.4 Explain the mystery crash.
	1.1.5 Explain the perfect trip.
	1.1.6 Explain how to avoid a collision with the vehicle behind.
	1.1.7 Explain the value of using safety belts and other occupant restraints.
	1.1.8 Explain how attitudes and driver abilities and limitations affect defensive driving techniques.
	1.1.9 Demonstrate defensive driving skills in pulling and backing a towed boat, small trailer, and camper,
1.2 Know defensive driving techniques as they relate to A, B, C, school bus, and motorcycle classes of vehicles.	1.2.1 Demonstrate proper defensive driving techniques in traffic.
	1.2.2 Tell how to handle certain driving emergencies that are too dangerous to stage.
	1.2.3 Explain how types of roads affect selection of safe driving speeds.

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9-12 Skills/Subject Area: Traffic Safety

COMPETENCY GOAL 2: The learner will become proficient in the operation of straight drive vehicles such as light trucks, passenger cars, and school buses.

Objectives	Measures
2.1 Know the various gear patterns on selected types of straight drive vehicles.	2.1.1 Diagram various gear patterns on straight drive vehicles.
2.2 Know the procedure for starting and stopping a straight drive vehicle in various situations.	2.2.1 Demonstrate starting and stopping a straight drive vehicle on level ground, on a hill, and on slick surfaces.
2.3 Know the need and procedure for downshifting a manual shift vehicle.	2.3.1 Identify the various times downshifting is needed for light trucks, cars, and school buses. 2.3.2 Demonstrate the procedures for downshifting light trucks, cars, and school buses.

HEALTHFUL LIVING EDUCATION
SAFETY EDUCATION

Grade Level: 9-12 Skills/Subject Area: Traffic Safety

COMPETENCY GOAL 3: The learner will understand the laws and procedures regarding the safe operation of motorcycles and mopeds.

Objectives	Measures
3.1 Know the procedure for securing a motorcycle endorsement on a driver's license..	3.1.1 List steps to take to obtain a motorcycle endorsement.
	3.1.2 List legal requirements to operate a motorcycle on the streets.
3.2 Know the procedure for motorcycle and moped operation.	3.2.1 Demonstrate the procedures for motorcycle operation.
	3.2.2 Demonstrate the procedures for moped operation.

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

February 14, 1992

MEMORANDUM

TO: Directors of Basic Skills Programs
Directors/Deans of Continuing Education

FROM: James H. Camp, Ed.D.
Training Specialist for
ABE and Special Populations

SUBJECT: Technical Assistance in Basic Skills Staff Training

The major points of emphasis this year for the Appalachian State University Instructor Trainer Project are (a) development of several video tapes on topics of high interest and need for use by individual colleges in their own staff development efforts; (b) the one-week summer institute presented twice and scheduled as communicated earlier; and (c) the provision of technical assistance, upon request by the community college, to facilitate the planning and development of in-service training for Basic Skills staff.

With regard to (c) above, technical assistance is offered through a scheduled visit to the community college. The visit would focus on questions and needs identified by the Basic Skills director and relevant to organizing and conducting in-service training. This service affords an excellent opportunity to receive concrete guidance in meeting staff development needs and to think through various training strategies compatible with the size and organization of the specific college. Enclosed is an information sheet on the concept and service. Technical assistance visits will be conducted by Dr. Gerald Parker and me, dividing the state generally on an east-west basis.

The first step in the process is to simply contact either Dr. Parker or me to initially discuss visit arrangements. You may, of course, contact either of us if you have questions or need additional information about the program. Dr. Parker may be reached at ASU, (704) 262-6040 or 262-6086; my number at DCC is (919) 733-7051 ext. 337.

JHC/sdb

Enclosure

pc: Presidents
Dr. Gerald Parker

CC-92-50

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

CONSULTATION/TECHNICAL ASSISTANCE TO INCREASE COMMUNITY COLLEGE CAPABILITY OF PLANNING AND CONDUCTING BASIC SKILLS STAFF TRAINING

How is the assistance provided?

Through a scheduled visit to the individual community college at the request of the college.

How is the assistance obtained?

By contacting one of the following persons:
Dr. Gerald Parker, Appalachian State University, 704/262-6040
Dr. James H. Camp, Department of Community Colleges, 919/733-7051

Who sponsors the assistance?

The N.C. Department of Community Colleges in conjunction with its Basic Skills Instructor Trainer Project at Appalachian State University.

What specifically is the assistance provided?

Guidance and direction in the form of practical suggestions, ideas, materials, and approaches to enhance the community college's capability of designing, presenting, and evaluating in-service training for its Basic Skills Programs staff.

Who is involved in the technical assistance visit?

The participants in a typical visit would be ---

a. The consultant (Gerald Parker or Jay Camp)

b. Community College Personnel ---
Required: Director of Basic Skills Programs
Optional: Dean of Continuing Education
Basic Skills Programs Coordinators
Designated Instructor Trainer(s)
Others as deemed appropriate by the college

OVER

What is the focus of the technical assistance/consultation visit?

The identified needs and concerns expressed by the college relative to staff training which have been perceived as barriers to effective and efficient training.

What are the expectations and obligations of the parties involved?

The Consultant will
- Provide sufficient time needed
- Be willing and flexible to meet staff schedules
- Provide tangible, concrete assistance in the form of steps, outlines, criteria, examples, references, strategies/approaches, etc.

The Community College will

- Commit to provide required time and appropriate staff
- Commit to taking defined follow-up actions

What is the desired outcome from the visit?

Subsequent evidence of college plans and/or activities related to outcomes such as formalizing needs assessment, organizing on-going trainings, implementing effective approaches to training, evaluating training, etc.

Is there a cost for this assistance?

There is no cost to the community college for receiving this assistance. It is provided as a major function of the Basic Skills Instructor Trainer Project conducted through Appalachian State University.

Where can further information be obtained?

By contacting either ---
Dr. Gerald Parker, Appalachian State University, 704/262-6040
Dr. James H. Camp, Department of Community Colleges, 919/733-7051

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

February 21, 1992

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Charles B. Barham, III

SUBJECT: Driver Training Instructor Program

On February 13, 1992, the State Board of Community Colleges approved a new course titled Driver Training Instructor Program (SAF 3002). This course is designed to train eligible adults to qualify for licensing to teach driver training. Persons satisfactorily completing the 80 hour course may apply to the North Carolina Department of Transportation, Division of Motor Vehicles, School Bus and Traffic Safety Section and/or the North Carolina Department of Public Instruction, Division of School Services, Driver Education Program for a driver training instructor license. The Division of Motor Vehicles will license commercial driver training instructors and the Department of Public Instruction will license instructors to teach driver training in the public school system.

A lesson plan has been published by the Indiana University of Pennsylvania, Highway Safety Center for the Community College System to use when offering this program. The lesson plan has been approved by both licensing agencies; therefore, a community college offering the program must teach the required subjects/information contained in the published lesson plan. As soon as it can be printed, copies of the lesson plan will be distributed to all community colleges. In the interim, if you have an immediate demand for the course, contact the DCC Special Programs office and we will arrange for you to obtain a copy of the lesson plan.

To teach in the Driver Training Instructor Program, an instructor must have earned a baccalaureate or higher degree from an accredited college or university and currently hold a valid teaching certificate in Driver Education from the North Carolina Department of Public Instruction.
A community college offering the program must maintain documentation of instructor credentials with course records.

Appropriate testing is required on each block of instruction and upon satisfactorily completing the driver training instructor program, an instructor trainee must successfully complete written and performance tests required by NCAC T19A: 031.0501(a)(8) and (9). The tests are administered by the Division of Motor Vehicles, School Bus and Traffic Safety Section. Successful completion of both State examinations are required before the trainee may apply for a driver training instructor license in the State.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Prior to scheduling a program offering, community college officials should arrange with the School Bus and Traffic Safety Section (919-733-3046) for the State written examination to be administered at the conclusion of the program; two hours should be scheduled for the examination. The School Bus and Traffic Safety Section official administering the written exam will schedule each trainee who successfully completes the written exam for a Road Test. The Road Test will be independently administered, at a subsequent time, by a State examiner.

The following points of contact are available to provide you with added information on the Driver Training Instructor Program:

Worth McDonald, Director
School Bus and Traffic Safety Section
Division of Motor Vehicles
NC Department of Transportation
Raleigh, NC 27697
919-733-3046
FAX 919-733-0564

Robbie Lester, Chief Consultant
Driver Education Program
Division of School Services
NC Department of Public Instruction
Raleigh, NC 27603
919-733-3614
FAX 919-733-9568

Chuck Barham, Director
Special Programs
NC Department of Community Colleges
200 West Jones Street
Raleigh, NC 27603-1337
919-733-7051
FAX 919-733-0680

If you have recommendations for enhancing this program or if we can be of assistance to you, give us a call.

CBB/tdb

Attachments

cc: Dr. James G. Wingate
Worth McDonald
Robbie Lester

CC-92-70

ATTACHMENT 3

The following requirements are applicable for persons desiring to become licensed to teach driver training in North Carolina.

TRANSPORTATION-DIVISION OF MOTOR VEHICLES

Commercial Driver Training Instructor Requirements (NCAC T19A: 031 .0501)

.0501 REQUIREMENTS

A. Each instructor of a commercial driver training school or branch shall:
   - (1) be of good moral character;
   - (2) have at least four years of experience as a licensed operator of a motor vehicle;
   - (3) not have been convicted of a felony or convicted of a misdemeanor involving moral turpitude in the ten years immediately preceding the date of application;
   - * (4) not have had a revocation or suspension of his driver's license in the four years immediately preceding the date of application;
   - (5) have graduated from high school or hold a high school equivalency certificate;
   - (6) not have had convictions for moving violations totaling seven or more points in the three years preceding the date of application;
   - (7) have completed the two-semester hour, college credit preparatory course for teachers; an equivalent course approved by the commissioner, or an Instructor Training Program conducted by an approved Commercial Driver Training School;
   - (8) successfully complete the written test administered by a Driver Education Specialist; (Allowed only one retest)
   - (9) successfully complete the Miller Road Test given by a Driver Education Specialist; (Allowed only one retest)
   - (10) be given a three month probation period until evaluated and recommended by a Driver Education Specialist.

DEPARTMENT OF PUBLIC INSTRUCTION

Non-Certified Driver Training Instructor Requirements (NCAC T6E: 016 .0302)

.0302 Non-Certified Instructor Status.

A. To qualify for non-certified instructor status, a person must, as a minimum:
   - (1) be at least 21 years of age and have graduated from high school or hold a high school equivalency certificate;
   - (2) be of good moral character;
   - (3) not have had convictions of moving violations totaling seven or more points in the three years preceding the date of application;

(4) have at least four years experience as a licensed operator of a motor vehicle;

(5) not have had a revocation or suspension of his or her driver's license in the four years immediately preceding the date of application; and

(6) have completed the licensed instructor course offered through the community college system and approved by the Department and the Division of Motor Vehicles.

Note: To ensure consistency in testing, the Department of Public Instruction is requiring all candidates for Non-Certified Instructor Status to be tested by a Division of Motor Vehicles, Driver Education Specialist as required in NCAC T19A: 031.501(a)(8) and (9).

Corrected 02/26/92

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

February 26, 1992

MEMORANDUM

TO: Presidents
Senior Continuing Education Administrators

FROM: Dr. James G. Wingate
Vice President For Programs

SUBJECT: Fee Waiver Clarification For W 977 CODE ENFORCEMENT Courses

The purpose of this memorandum is to respond to questions on whether fire service personnel are fee exempt when taking W 977 CODE ENFORCEMENT courses. Reportedly, some colleges have been granting fee waiver and some colleges have been requiring fire service personnel to pay registration fees when attending W 977 courses. Fire service personnel are not fee exempt when enrolling in these courses. These courses are specifically designed for code officials. Anyone may take the course but are required to pay the fee.

If you have enrolled persons in these courses prior to March 1, 1992 on a fee exempt basis, those exemptions only will be waived.

If you have questions concerning this policy interpretation, give me a call.

JGW/tdb

CC-92-73

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

MEMORANDUM

DATE: March 13, 1992

TO: Deans of Instruction
Deans of Continuing Education

FROM: Roger G. Worthington, Director
Program Development Services

SUBJECT: North Carolina Vehicle Safety Inspection
and Emissions Control Inspection

The North Carolina Division of Motor Vehicles has revised the regulations for motor vehicle safety inspection and emissions control inspection in accordance with 1991 statute changes.

The Department of Community Colleges has cooperated with the Department of Motor Vehicles to update the training course manual. The attached copy is provided for your use. Each Dean should carefully review pages ii through xvi. These pages provide all information for offering the course. The manual also includes the course outline, examinations, answer keys, forms and transparency masters for the courses.

Four counties, Forsyth, Guilford, Wake and Mecklenburg, currently require emissions inspection. Within a few months additional counties will be required to do emissions inspections. You will be notified when the requirements are effective. Training will be needed at that time for inspectors in the designated counties.

A list of contact persons is on Page xv if you have questions concerning this course.

RGW/GWP/jr
Attachment
c: Presidents
Automotive Instructors

CC-92-94

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

March 13, 1992

MEMORANDUM

TO: Chief Academic Officers for
Curriculum Instruction and
Continuing Education Instruction

FROM: Peggy M. Ball, Associate Director
Program Development Services

SUBJECT: Child Care Credential I & II - Curriculum & Continuing Education

Attached is information on two new courses approved by the State Board of Community Colleges at the January 1992 meeting for offering through continuing education.

1. These courses may be offered through continuing education or curriculum (if you revise your curriculum program for Early Childhood (T-073), Child Care Worker (V-067) or Education Associate (T-118) to include these courses).

2. However, the courses must be offered for CEU or curriculum credit so students can use the courses to meet the education requirement to receive a N. C. Child Care Credential, which is a voluntary credential awarded by the Child Day Care Section, N. C. Department of Human Resources (NC DHR).

The course must be taught by an individual who meets qualifications described in the attachment and who has received training about this course from the Child Day Care Section, NC DHR.

1. The first training session for instructors will be offered April 8-10, 1992, at the Spring conference of the Child Development CIP. Participants in the Child Development CIP that attend this conference will receive the instructor training. We invite colleges participating in the CIP to send additional instructors on a space available basis. Contact Donalee Davis, director of the Child Development CIP (919-651-8731, Ext. 731), if you want to send additional instructors.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

2. Additional training sessions including one for colleges who want to offer these courses through continuing education will be offered by the Child Day Care Section, NC DHR, on a to-be-announced schedule.

Please share this information with instructors and other administrators at your college who are responsible for instruction in the areas of child development, child care, early childhood, etc.

If you need additional information, call me at (919) 733-7051, Ext. 426.

PB/kw

c: Sue Creech, Office of Child Day Care
Bebie Cole, Office of Child Day Care
Kathy Shephard, Office of Child Day Care
Donalee Davis, Director, Child Development CIP

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

April 2, 1992

MEMORANDUM

TO: Presidents
Business Managers
Instructional Administrators

FROM: Edward H. Wilson, Jr., Executive Vice President
Thomas C. King, Jr., Senior Vice President, Finance
James G. Wingate, Vice President, Programs

RE: Compensatory Education Classes at Intermediate Care Facilities
for the Mentally Retarded (ICFMR)

The Department of Community Colleges is reviewing an issue which involves possible duplication of funding for community-based homes categorized as Intermediate Care Facilities for the Mentally Retarded (ICFMR's). Based on our review, these facilities, typically 5 to 6 beds and serving the severely handicapped, receive medicaid reimbursement on a per client basis for all necessary services. The rate of medicaid reimbursement is determined through a negotiation process between the state and each individual group home. Reimbursement is based on the home's projected annual budget to cover programs and services. Medicaid reimbursement is approximately 70 percent federal and 30 percent state and local funds. All medicaid reimbursement for these facilities is coordinated through the state Division of Medical Assistance. There are examples in the state of ICFMR's receiving funds through contractual agreements with community colleges to provide compensatory education classes which include community living instruction, life coping skills, etc.

Medicaid-certified group homes for the mentally retarded are funded through the North Carolina Division of Medical Assistance to provide "complete care" for clients. "Complete care" includes instructional services to clients. Therefore, it could be considered supplanting the training responsibilities of a group home for a community college to contract with and pay a medicaid-certified group home to provide compensatory education instruction to its clients when the home is being funded with a combination of state and federal dollars to provide this service. It would be appropriate for the group home in this situation to pay the community college to provide the instruction (see NCAC 2D.0326 for student hour reporting information).

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Until further notice, community colleges should not contract with and pay medicaid-certified group homes to provide compensatory education instruction to clients of the group homes. Nor should community colleges utilizing state dollars develop specific compensatory education classes for medicaid-certified group home clients at any site until this issue is resolved. Current contractual obligations may be completed. No further contractual utilization should be incurred until further notice. Also, the Division of Medical Assistance of the Department of Human Resources is reviewing this issue and indicated that the Division will contact the Department of Community Colleges if any further adjustments are necessary.

The related issue of whether these students could participate in existing compensatory education classes at the college campus or at other sites is being reviewed by federal officials. Pending such a ruling, group home clients may continue their participation in these compensatory education classes.

If you have questions, please contact Bobby Anderson, Jay Camp, or Bill Cole of the North Carolina Department of Community College at (919) 733-7051.

BC:pnm

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

MEMORANDUM

DATE: May 18, 1992

TO: All Directors of Continuing Education
All Directors of Fire Service Training

FROM: Ken Farmer
Director Fire and Rescue Training Services

SUBJECT: SCBA Objectives Approval
Ruling By N.C. Fire and Rescue Commission

During the April 14, 1992 meeting of the N.C. Fire and Rescue Commission a specific ruling was made regarding achieving a proper face seal during the completion of certification and objectives.

This ruling applies to completion of voluntary certification for the Firefighter I-II-III and Rescue Technician Series. Based upon this ruling, an instructor may not approve related SCBA objectives for a student during a certification class if anything protrudes between the face and the seal of the mask. All certified Fire Instructors received a direct mailing from the Fire and Rescue Commission on this matter last week.

Please note this issue for all future deliveries. This ruling went into effect as of April 14, 1992.

KF/ml
Attachments
cc: NCFR Commission
Fire Training Coordinator
Charles B. Barham, III

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

June 9, 1992

MEMORANDUM

TO: Presidents
Business Managers
Instructional Administrators
Deans of Continuing Education

FROM: Edward H. Wilson, Jr., Executive Vice President

SUBJECT: Compensatory Education Classes at Intermediate Care Facilities for the Mentally Retarded (ICFMR)

Memorandum CC-92-110, dated April 2, 1992, indicated that the department is reviewing an issue which involves possible duplication of funding for compensatory education provided by community colleges to clients of Intermediate Care Facilities for the Mentally Retarded (ICFMR's) who also receive medicaid funding.

The memorandum concluded as follows:

> "Until further notice, community colleges should not contract with and pay medicaid-certified group homes to provide compensatory education instruction to clients of the group homes. Nor should community colleges utilizing state dollars develop specific compensatory education classes for medicaid-certified group home clients at any site until this issue is resolved. Current contractual obligations may be completed. No further contractual utilization should be incurred until further notice. Also, the Division of Medical Assistance of the Department of Human Resources is reviewing this issue and indicated that the Division will contact the Department of Community Colleges if any further adjustments are necessary."

After consultation with the Divisions of Medical Assistance and Mental Health of the Department of Human Resources, the department will permit the colleges to continue their financial and instructional involvement with ICFMR clients through the Compensatory Education Program, as appropriate, until the Fall Quarter, 1992. Prior to the Fall Quarter, 1992 specific guidelines will be developed to address the possible duplication of funding issue. Please contact Jay Camp, Bobby Anderson, or Bill Cole at the department if you have questions.

BC:pnm

CC-92-181

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
200 W. JONES STREET
RALEIGH, NC 27603-1337

ROBERT W. SCOTT
System President

919-733-7051

August 25, 1992

TO: Presidents
Business Managers
Instructional Administrators
Deans of Continuing Education

FROM: J. Parker Chesson, Jr.
Executive Vice President

Subject: Compensatory Education Classes at Intermediate Care Facilities for the Mentally Retarded (ICFMR)

In the spring of this year, the Department of Community Colleges reviewed an issue which involved possible duplication of funding at Intermediate Care Facilities for the Mentally Retarded (ICFMR). The issue of duplication of funding developed because the facilities could receive both Medicaid funds and community college funds through the compensatory education program for the same clients. In memorandum CC-92-181, dated June 9, 1992, the department indicated that the colleges could continue their financial and instructional involvement with ICFMR facilities and clients through their compensatory education program until the 1992 Fall Quarter. It was further indicated that prior to the 1992 Fall Quarter, specific guidelines would be developed to address the duplication of funding issue.

The department has been in consultation with various groups and state agencies to develop appropriate guidelines. The department is still working with the various state agencies to finalize applicable guidelines; however, due to the fast approaching fall quarter deadline, the colleges need guidance from the department as to whether and how to begin the Fall Quarter compensatory education programs which involve ICFMR facilities and clients. Listed below are the directions for 1992 Fall Quarter which will permit you to make necessary immediate decisions regarding your compensatory education program:

1. Community colleges shall not contract with and pay an ICFMR facility to provide instruction to its clients to avoid the possibility of duplication of funding for the same services described earlier in this memorandum. Contracts currently in effect may be completed.

2. Colleges may offer compensatory education training at ICFMR facilities or at sheltered workshops or other appropriate facilities for ICFMR clients when the college provides and funds the instructor(s).

3. Negotiation and discussion is continuing with other state agencies and interested parties regarding this topic.

I apologize for the delay in getting this information to you. Because of the involvement of several groups, this has not been an easy process. I believe final guidelines will be issued during the 1992 Fall Quarter which can be used for subsequent quarters. As soon as the guidelines are developed, I will forward them to all concerned parties. If you have questions regarding this area, please call Bill Cole, Jay Camp or Bobby Anderson at (919) 733-7051.

JPC:BC:pnm

CONTINUING EDUCATION

NUMBERED FORMS

DCC 7-1	Code Sheet D-F (N. C. High Schools) (6/91) (CC-91-168 Attachment)
DCC 7-2	Extension Registration (6/91) (CC-91-168 Attachment)
DCC 7-3E	Institutions Class Report - Extension (11/89)
DCC 7-5	Data Record Description (4/89) (Part of DCC 7-2)
DCC 9-4	Annual Literacy (Basic Skills) Data Report (6/89)
DCC 9-8	GED Application Form (5/91)
DCC 9-10	Quarterly Report - Diploma Awarded AHS Diploma Program (7/89)
DCC 9-11	Visiting Artist End-of-the-Year Report
DCC 9-12	Visiting Artist Program Evaluation
DCC 9-14	Request for Approval for Curriculum Programs/Courses and Extension Courses to be Offered to "Captive" or "Co-opted" (Immured) Groups (7/81)
DCC 9-26	Request for Continuing Education Course Placement for Change in Course Category (7/84)
DCC 9-27	Request for Continuing Education Course Placement for Courses New to the System (7/84)
DCC 9-28	Basic Skills Progress Monitoring Checklist
DCC 9-32	Basic Skills Plan and Application
DCC 9-33	Approval for Curriculum Programs/Courses and Extension Courses to be Offered to Correctional System Inmates (7/88, 11/89)
DCC 9-34	Community Service Program Plan (8/88) (CC-88-253 Attachment)
DCC 9-35	GED Essay Accountability Report (4/89)
DCC 13-8	Student Entry Profile (5/84)
DCC 13-9	Student Exit Data (5/84)
DCC 13-10	Student Training Follow-up Report (5/84)
DCC 13-17	Course Outline (10/85)
DCC 13-18	In-Plant Course Contract (10/85)

CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY
110304	A C REYNOLDS HIGH	ASHEVILLE	BUNCOMBE
132304	A L BROWN HIGH	KANNAPOLIS	CABARRUS
240304	ACME-DELCO HIGH	DELCO	COLUMBUS
740303	AGNES FULLILOVE HIGH	GREENVILLE	PITT
460312	AHOSKIE HIGH	AHOSKIE	HERTFORD
841304	ALBEMARLE HIGH	ALBEMARLE	STANLY
020302	ALEXANDER CENTRAL HIGH	TAYLORSVILLE	ALEXANDER
030304	ALLEGHANY HIGH	SPARTA	ALLEGHANY
600310	ALTERNATIVE SCHL	CHARLOTTE	MECKLENBURG
200308	ANDREWS HIGH	ANDREWS	CHEROKEE
040310	ANSON SR HIGH	WADESBORO	ANSON
920316	APEX SR HIGH	APEX	WAKE
360310	ASHBROOK HIGH	GASTONIA	GASTON
050304	ASHE CENTRAL HIGH	JEFFERSON	ASHE
761304	ASHEBORO HIGH	ASHEBORO	RANDOLPH
111302	ASHEVILLE HIGH	ASHEVILLE	BUNCOMBE
920318	ATHENS DRIVE HIGH	RALEIGH	WAKE
070304	AURORA HIGH	AURORA	BEAUFORT
060302	AVERY COUNTY HIGH	NEWLAND	AVERY
740309	AYDEN-GRIFTON HIGH	AYDEN	PITT
180308	BANDYS HIGH	CATAWBA	CATAWBA
920324	BARBEE WORK-STUDY SCHOOL	RALEIGH	WAKE
170316	BARTLETT YANCEY HIGH	YANCEYVILLE	CASWELL
580304	BEAR GRASS HIGH	WILLIAMSTON	MARTIN
050308	BEAVER CREEK HIGH	W JEFFERSON	ASHE
980318	BEDDINGFIELD HIGH	WILSON	WILSON
070332	BELHAVEN JUNIOR HIGH	BELHAVEN	BEAUFORT
080312	BERTIE HIGH	WINDSOR	BERTIE
360336	BESSEMER CITY HIGH	BESSEMER CITY	GASTON
090316	BLADENBORO HIGH	BLADENBORO	BLADEN
500316	BLUE RIDGE HIGH	GLENVILLE	JACKSON
0308	BREVARD HIGH	BREVARD	TRANSYLVANIA
0348	BROUGHTON HIGH	RALEIGH	WAKE
110350	BUNCOMBE ADVANCED ED	ASHEVILLE	BUNCOMBE
110303	BUNCOMBE COMMUNITY	ASHEVILLE	BUNCOMBE
180320	BUNKER HILL HIGH	CLAREMONT	CATAWBA
350308	BUNN HIGH	BUNN	FRANKLIN
230312	BURNS HIGH	LAWNDALE	CLEVELAND
320312	C E JORDAN HIGH	DURHAM	DURHAM
150304	CAMDEN COUNTY HIGH	CAMDEN	CAMDEN
260325	CAPE FEAR HIGH	FAYETTEVILLE	CUMBERLAND
280304	CAPE HATTERAS HIGH	BUXTON	DARE
340332	CAREER CENTER	WINSTON SALEM	FORSYTH
340330	CARVER HIGH	WINSTON SALEM	FORSYTH
920368	CARY HIGH	CARY	WAKE
181318	CATAWBA VALLEY HIGH	HICKORY	CATAWBA
130310	CENTRAL CABARRUS HIGH	CONCORD	CABARRUS
290308	CENTRAL SENIOR HIGH	LEXINGTON	DAVIDSON
681308	CHAPEL HILL HIGH	CHAPEL HILL	ORANGE
960324	CHARLES AYCOCK HIGH	PIKEVILLE	WAYNE
110336	CHARLES D OWEN HIGH	SWANNANOA	BUNCOMBE
810324	CHASE HIGH	FOREST CITY	RUTHERFORD
190316	CHATHAM CENTRAL HIGH	BEAR CREEK	CHATHAM
870312	CHEROKEE EXT HIGH	CHEROKEE	SWAIN
360360	CHERRYVILLE JR-SR HIGH	CHERRYVILLE	GASTON
070324	CHOCOWINITY HIGH	CHOCOWINITY	BEAUFORT
360372	CHURCH STREET JR-SR HIGH	DALLAS	GASTON
090320	CLARKTON HIGH	CLARKTON	BLADEN
510324	CLAYTON HIGH	CLAYTON	JOHNSTON
821308	CLINTON HIGH	CLINTON	SAMPSON
110340	CLYDE A ERWIN HIGH	ASHEVILLE	BUNCOMBE
890304	COLUMBIA HIGH	COLUMBIA	TYRRELL
130314	CONCORD HIGH	CONCORD	CABARRUS
230324	CREST SENIOR HIGH	SHELBY	CLEVELAND
940308	CRESWELL HIGH	CRESWELL	WASHINGTON
70306	CURRITUCK COUNTY HIGH	BARCO	CURRITUCK
0333	D H CONLEY HIGH	GREENVILLE	PITT
92315	DALTON MCMICHAEL HIGH SCHOOL	MADISON	ROCKINGHAM
280306	DARE CO ALTERN HIGH	MANTEO	DARE
290314	DAVIDSON CO EXT DAY	LEXINGTON	DAVIDSON
670320	DIXON HIGH	HOLLY RIDGE	ONSLOW
260322	DOUGLAS BYRD SR HIGH	FAYETTEVILLE	CUMBERLAND
411356	DUDLEY SENIOR HIGH	GREENSBORO	GUILFORD
321328	DURHAM HIGH	DURHAM	DURHAM
260359	E E SMITH HIGH	FAYETTEVILLE	CUMBERLAND
090330	EAST BLADEN HIGH	ELIZABETHTOWN	BLADEN
120314	EAST BURKE HIGH	ICARD	BURKE
160313	EAST CARTERET HIGH	BEAUFORT	CARTERET
290324	EAST DAVIDSON HIGH	THOMASVILLE	DAVIDSON
310344	EAST DUPLIN HIGH	BEULAVILLE	DUPLIN
340364	EAST FORSYTH HIGH	KERNERSVILLE	FORSYTH
360390	EAST GASTON HIGH	MOUNT HOLLY	GASTON
450316	EAST HENDERSON HIGH	FLAT ROCK	HENDERSON
550320	EAST LINCOLN HIGH	DENVER	LINCOLN
600377	EAST MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
620316	EAST MONTGOMERY HIGH	BISCOE	MONTGOMERY
800340	EAST ROWAN HIGH	SALISBURY	ROWAN
810340	EAST RUTHERFORD HIGH	FOREST CITY	RUTHERFORD
860316	EAST SURRY HIGH	PILOT MOUNTAIN	SURRY
920411	EAST WAKE HIGH	WENDELL	WAKE
970320	EAST WILKES HIGH	RONDA	WILKES
010324	EASTERN ALAMANCE HIGH	MEBANE	ALAMANCE
410322	EASTERN GUILFORD HIGH	GIBSONVILLE	GUILFORD
760318	EASTERN RANDOLPH HIGH	RAMSEUR	RANDOLPH
960330	EASTERN WAYNE HIGH	GOLDSBORO	WAYNE
450320	EDNEYVILLE HIGH	EDNEYVILLE	HENDERSON
861308	ELKIN HIGH	ELKIN	SURRY
650326	EMSLEY LANEY HIGH	WILMINGTON	NEW HANOVER
110352	ENKA HIGH	ENKA	BUNCOMBE
920412	ENLOE HIGH	RALEIGH	WAKE
600386	EVENING SCHOOL	CHARLOTTE	MECKLENBURG
240336	EXTENDED DAY SCHOOL	WHITEVILLE	COLUMBUS
780325	FAIRMONT HIGH	FAIRMONT	ROBESON
740344	FARMVILLE CENTRAL HIGH	FARMVILLE	PITT
980336	FIKE HIGH	WILSON	WILSON
990322	FORBUSH HIGH	EAST BEND	YADKIN
900316	FOREST HILLS HIGH	MARSHVILLE	UNION
560320	FRANKLIN HIGH	FRANKLIN	MACON
351308	FRANKLINTON HIGH	FRANKLINTON	FRANKLIN
180340	FRED T FOARD HIGH	NEWTON	CATAWBA
120318	FREEDOM HIGH	MORGANTON	BURKE
920428	FUQUAY-VARINA HIGH	FUQUAY-VARINA	WAKE
600396	GARINGER HIGH	CHARLOTTE	MECKLENBURG
820332	GARLAND UNION HIGH	GARLAND	SAMPSON
920436	GARNER HIGH	GARNER	WAKE
370312	GATES COUNTY SR HIGH	GATESVILLE	GATES
411364	GILLESPIE PARK ED CTR	GREENSBORO	GUILFORD
340382	GLENN HIGH	KERNERSVILLE	FORSYTH
962320	GOLDSBORO HIGH	GOLDSBORO	WAYNE
010348	GRAHAM HIGH	GRAHAM	ALAMANCE
400308	GREENE CENTRAL HIGH	SNOW HILL	GREENE
411372	GRIMSLEY HIGH	GREENSBORO	GUILFORD
240356	HALLSBORO HIGH	HALLSBORO	COLUMBUS
600405	HARDING HIGH	CHARLOTTE	MECKLENBURG
430346	HARNETT CENTRAL HIGH	ANGIER	HARNETT
250340	HAVELOCK HIGH	HAVELOCK	CRAVEN
220310	HAYESVILLE HIGH	HAYESVILLE	CLAY
451308	HENDERSONVILLE HIGH	HENDERSONVILLE	HENDERSON
460320	HERTFORD CO HIGH	AHOSKIE	HERTFORD
140348	HIBRITEN HIGH	LENOIR	CALDWELL
181322	HICKORY HIGH	HICKORY	CATAWBA
412332	HIGH POINT CENTRAL HIG	HIGH POINT	GUILFORD
560324	HIGHLANDS HIGH	HIGHLANDS	MACON
321352	HILLSIDE HIGH	DURHAM	DURHAM
200312	HIWASSEE DAM HIGH	MURPHY	CHEROKEE
820348	HOBBTON HIGH	NEWTON GROVE	SAMPSON
470312	HOKE COUNTY HIGH	RAEFORD	HOKE
011338	HUGH CUMMINGS HIGH	BURLINGTON	ALAMANCE
360428	HUNTER HUSS HIGH	GASTONIA	GASTON

Attachment 6

BEST COPY AVAILABLE

* (13) Highest Educational Level: Report the highest education completed by the codes below:

01 - 11	Highest Grade Completed - Non Graduate
12	High School Graduate
--	GED
13	Adult High School Diploma
14	Post High School Vocational Diploma
15	Associate Degree
16	Bachelor's Degree
17	Master's Degree or Higher

(14) Inmate: Report a code "3" (Note that the codes 1 and 2 representing preparatory and supplemental training are no longer required).

(DATA ON HANDICAPPED, DISADVANTAGED, SINGLE PARENT/HOMEMAKER, AND LIMITED ENGLISH PROFICIENCY ARE REQUIRED BY THE CARL PERKINS VOCATIONAL EDUCATION ACT)

(15) Handicapped: Report a code "1" for those individuals who are mentally retarded, hard of hearing, deaf, speech or language impaired, visually impaired, seriously or emotionally disturbed, orthopedically impaired, or other health impaired persons, or persons with specific learning disabilities. Leave blanks otherwise.

(16) Disadvantaged: Individuals (other than Handicapped) who have economic or academic disadvantages. The term includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency, and individuals who are dropouts from secondary schools.

a) Academically Disadvantaged - Report a code "1" for an individual who has less than a high school education. Does not include individuals with learning disabilities, nor high school students taking courses at a community college.

b) Economically Disadvantaged - Report a code "2" for an individual who meets one or more of the following indicators:

(1) Annual income at or below the official poverty line established by the director of the U.S. Office of Management and Budget;

(2) Eligibility for aid to families with dependent children or other public assistance programs;

(3) Receipt of a Pell Grant or other comparable state program of need-based financial assistance;

(4) Eligibility for participation in programs assisted under Title II or the JTPA;

c) Report a code of "3" for an individual who meets both criteria.

(17) Single Parent/Homemaker:

a) Single Parent: Report code "1" for an individual who:

(1) Is unmarried or legally separated from a spouse; and,

(2) Has a minor child or children for which the parent has either custody or joint custody.

b) Homemaker: Report a code "2" for an individual who

(1) Is an adult; and,

(2) Has worked as an adult primarily without remuneration to care for the home and family and for that reason has diminished marketable skills.

c) Both: Report a code "3" for an individual who meets both criteria.

(18) Limited English Proficiency: Report a "1" for yes or a "2" for no. Limited English proficient individuals are those who have difficulty speaking, reading, writing, or understanding English because their native language is not English, or because they are American Indian or Alaskan, where a language other than English had a significant impact on their English proficiency.

Fields (19), (20), and (21) are required only for Literacy Registrants, i.e., ABE, GED, Adult High School, and Compensatory Education programs.

** (19) High School Code: Report the code (See Code Sheets D,E, and F, Attachments 6,7, and 8) for the last high school attended by the student.

School Code Format: You must use the approved Department of Public Instruction (DPI) codes for NC Public Schools as shown on Attachment 6. The code format below is recommended for your use in developing "locally" defined codes for such schools, as private NC schools, retired public schools, and out-of-state schools. Refer to Code Sheets E and F, Attachments 7 and 8 for for the structure of these codes.

The school code is six digits:

Digit ____ ____ ____ ____ ____ ____ .
1 2 3 4 5 6

Digits	Codes	Meaning
1 & 2	00-99	County Code for NC Schools
3	0-3	NC DPI Schools + some other "Public Schools"
	6	All other schools
1 - 3	101-154	For out-of-state schools, state code in position 2 & 3
4	0,1	Out-of-State
	3,4,5	NC High School Codes defined by DPI
	8	Other Public NC schools
	9	Private NC High Schools
5 - 6	00-99	Specific School - locally defined for Non-NC DPI codes

** (20) High School Graduate: Report a code "1" for an individual who is a high school graduate and a code "2" for a non-graduate GED recipients should be reported as a "2" in this field but as a GED student in field 12.

** (21) Year Last Attended High School: Report the year in which the individual last attended high school.

(22) Filler blank fields

ALL MAGNETIC MEDIA MUST BE LABELED AS FOLLOWS:

Extension Registration
DCC 7-2

DSN: CCD.CC.CC303-1
LRECL = 80
BLKSIZE = 800
LABEL = ______ SL ______ NL
Density: (1600 bpi preferred) ______
Reporting Period: ____________________
College: ________________________
Contact Person: ____________________
Record Count: ______________________

Attachment 1

DATA RECORD DESCRIPTION

DATA SET NAME CD.CC.CC303-1	FILE NAME Extension Registration Input Edit File	
RECORD NAME Record Length = 80	Blocksize = 800	SYSTEMS ANALYST Dave Smith

FIELD NO.	DATA ELEMENT	FIELD			REMARKS
		POSITIONS	SIZE	TYPE	
1		1	1	A	Blank
2	College Code	2 - 4	3	N	Three numeric, Left justify (See Code Sheet A - Attachment 3)
3	Social Security Number	5 - 13	9	N	Social Security Number or 9-digit student identification number
4	Sex	14	1	N	1 - Male 2 - Female
5	Year of birth	15 - 16	2	N	Last two numbers
6	Race	17	1	N	1 - White 2 - Black 3 - Indian 4 - Hispanic 5 - Asian
7	Attendance	18	1	N	1 - Day 2 - Evening
8	Employment	19	1	N	1 - Unemployed 2 - Part-time 3 - Full-time
9	Residency	20	1	N	1 - NC Resident 2 - Non NC Resident
10	County or State	21 - 23	3	N	3 digit code (See Code Sheet B - Attachment 4) for NC residents and (Code Sheet C - Attachment 5) for non-residents
11	Program Code	24 - 27	4	A	One letter and three numbers (Use only those codes approved for your college)
12	Contact Hours	28 - 31	4	N	Left zero fill
13	Highest Education Level	32 - 33	2	N	01 - 11 Highest Grade Completed - Non-Graduate 12 High School Graduate — GED 13 Adult High School Diploma 14 Post High School Vocational Diploma 15 Associate Degree 16 Bachelor's Degree 17 Master's Degree or Higher
14	Type	34	1	N	Blank - Not Applicable 3 - Inmate

DATA RECORD DESCRIPTION

DATA SET NAME D.CC.CC303-1	FILE NAME Extension Registration Input Edit File	
RECORD NAME Record Length = 80	Blocksize = 800	SYSTEMS ANALYST Dave Smith

FIELD NO.	DATA ELEMENT	FIELD POSITIONS	FIELD SIZE	FIELD TYPE	REMARKS
15	Handicapped	35	1	A	Blank - Not Applicable 1 - Handicapped
16	Disadvantaged	36	1	A	Blank - Not Applicable 1 - Academically 2 - Economically 3 - Both of the Above
17	Single Parent/Homemaker	37	1	A	Blank - Not Applicable 1 - Single Parent 2 - Homemaker 3 - Both of the Above
18	Limited English Proficiency	38	1	A	1 - Yes 2 - No
19	Last High School Attended Code	39 - 44	6	A	High School Code (Code Sheet D-F, Attachments 6-8)
20	High School Graduate	45	1	A	1 - Yes 2 - No
21	Last Year Attended High School	48 - 51	4	N	YYYY - Four digit year
22	Filler blank fields	52 - 80	29		Blanks

CODE SHEET A
COLLEGE CODE

CODE	COLLEGE
010	ANSON CC
030	ASHEVILLE-BUNCOMBE TCC
040	BEAUFORT COUNTY CC
050	BLADEN CC
060	BLUE RIDGE CC
065	BRUNSWICK CC
070	CALDWELL CC & TI
090	CAPE FEAR CC
110	CARTERET CC
130	CATAWBA VALLEY CC
150	CENTRAL CAROLINA CC
170	CENTRAL PIEDMONT CC
190	CLEVELAND CC
200	COASTAL CAROLINA CC
210	COLLEGE OF THE ALBEMARLE
230	CRAVEN CC
250	DAVIDSON COUNTY CC
270	DURHAM TCC
290	EDGECOMBE CC
310	FAYETTEVILLE TCC
330	FORSYTH TCC
350	GASTON COLLEGE
370	GUILFORD TCC
390	HALIFAX CC
410	HAYWOOD CC
440	ISOTHERMAL CC
460	JAMES SPRUNT CC
470	JOHNSTON CC
490	LENOIR CC
510	MARTIN CC
520	MAYLAND CC
530	MCDOWELL TCC
540	MITCHELL CC
550	MONTGOMERY CC
570	NASH CC
590	PAMLICO CC
610	PIEDMONT CC
630	PITT CC
650	RANDOLPH CC
670	RICHMOND CC
690	ROANOKE CHOWAN CC
710	ROBESON CC
730	ROCKINGHAM CC
750	ROWAN-CABARRUS CC
770	SAMPSON CC
790	SANDHILLS CC
810	SOUTHEASTERN CC
820	SOUTHWESTERN CC
825	STANLY CC
830	SURRY CC
850	ALAMANCE CC
870	TRI-COUNTY CC
880	VANCE-GRANVILLE CC
890	WAKE TCC
930	WAYNE CC
950	WESTERN PIEDMONT CC
970	WILKES CC
990	WILSON COUNTY TC

Attachment 3

CODE SHEET B
CODE NUMBERS FOR NORTH CAROLINA COUNTIES

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
001	ALAMANCE	034	FORSYTH	067	ONSLOW
002	ALEXANDER	035	FRANKLIN	068	ORANGE
003	ALLEGHANY	036	GASTON	069	PAMLICO
004	ANSON	037	GATES	070	PASQUOTANK
005	ASHE	038	GRAHAM	071	PENDER
006	AVERY	039	GRANVILLE	072	PERQUIMANS
007	BEAUFORT	040	GREENE	073	PERSON
008	BERTIE	041	GUILFORD	074	PITT
009	BLADEN	042	HALIFAX	075	POLK
010	BRUNSWICK	043	HARNETT	076	RANDOLPH
011	BUNCOMBE	044	HAYWOOD	077	RICHMOND
012	BURKE	045	HENDERSON	078	ROBESON
013	CABARRUS	046	HERTFORD	079	ROCKINGHAM
014	CALDWELL	047	HOKE	080	ROWAN
015	CAMDEN	048	HYDE	081	RUTHERFORD
016	CARTERET	049	IREDELL	082	SAMPSON
017	CASWELL	050	JACKSON	083	SCOTLAND
018	CATAWBA	051	JOHNSTON	084	STANLY
019	CHATHAM	052	JONES	085	STOKES
020	CHEROKEE	053	LEE	086	SURRY
021	CHOWAN	054	LENOIR	087	SWAIN
022	CLAY	055	LINCOLN	088	TRANSYLVANIA
023	CLEVELAND	056	MACON	089	TYRRELL
024	COLUMBUS	057	MADISON	090	UNION
025	CRAVEN	058	MARTIN	091	VANCE
026	CUMBERLAND	059	MCDOWELL	092	WAKE
027	CURRITUCK	060	MECKLENBURG	093	WARREN
028	DARE	061	MITCHELL	094	WASHINGTON
029	DAVIDSON	062	MONTGOMERY	095	WATAUGA
030	DAVIE	063	MOORE	096	WAYNE
031	DUPLIN	064	NASH	097	WILKES
032	DURHAM	065	NEW HANOVER	098	WILSON
033	EDGECOMBE	066	NORTHAMPTON	099	YADKIN
				100	YANCEY

Attachment 4

CODE SHEET C
OUT OF STATE CODES

CODE	STATE	CODE	STATE
001	ALABAMA	031	NEW JERSEY
002	ALASKA	032	NEW MEXICO
003	ARIZONA	033	NEW YORK
004	ARKANSAS	035	NORTH DAKOTA
005	CALIFORNIA	036	OHIO
006	COLORADO	037	OKLAHOMA
007	CONNECTICUT	038	OREGON
008	DELAWARE	039	PENNSYLVANIA
009	DISTRICT OF COLUMBIA	040	RHODE ISLAND
010	FLORIDA	041	SOUTH CAROLINA
011	GEORGIA	042	SOUTH DAKOTA
012	HAWAII	043	TENNESSEE
013	IDAHO	044	TEXAS
014	ILLINOIS	045	UTAH
015	INDIANA	046	VERMONT
016	IOWA	047	VIRGINIA
017	KANSAS	048	WASHINGTON
018	KENTUCKY	049	WEST VIRGINIA
019	LOUISIANA	050	WISCONSIN
020	MAINE	051	WYOMING
021	MARYLAND	052	PUERTO RICO
022	MASSACHUSETTS	053	VIRGIN ISLANDS
023	MICHIGAN	054	OTHER FOREIGN
024	MINNESOTA	055	STATE UNKNOWN
025	MISSISSIPPI	056	AMERICAN SAMOA
026	MISSOURI	057	GUAM
027	MONTANA	058	NORTH MARIANAS
028	NEBRASKA	059	PACIFIC ISLANDS TRUST TERRITORY
029	NEVADA		
030	NEW HAMPSHIRE		

DCC 13-19 Application for In-Plant Course (10/85)

DCC 13-20 Notification of In-Plant Training Course (10/85)

DCC 14-11 Schedule of Local Fund Vouchers Issued (11/83) (CC-89-51 Attachment)

DCC 14-12 Multiple Transaction Form (10/85) (CC-89-51 Attachment)

DCC 1-11A Request for Approval of Student Work Activities for Extension Courses (10/89)

EXTENSION REGISTRATION
DCC 7-2
VERIFICATION REPORT

Submit the information below with your Extension Registration quarterly report.

For colleges using the Prime system, this report is generated for you as a part of your Extension Registration report processing. Make sure that you include a copy of the printout with your data submission instead of this form.

==

Date: ______________

College: ____

Contact Person: ______________________ Telephone: ______________

REPORTING PERIOD (Circle)	FINAL DUE DATE
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21

School Year: ______________

Reporting Status: __________ Final Report __________ Partial Report

==

TOTAL NUMBER OF RECORDS REPORTED ______

==

VERIFICATION STATEMENT
THE ABOVE INFORMATION HAS BEEN REVIEWED AND IS ACCURATE.

______________________________ ____________
SIGNATURE OF PRESIDENT OR DESIGNEE DATE

******* SEND THIS FORM WITH YOUR TAPE *******

Attachment 9

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
INSTITUTION'S CLASS REPORT - EXTENSION

Institution No.________

Page________ of ________

Year____________

Period	Final Due Date
1. June - August	September 21
2. September - November	December 21
3. December - February	March 21
4. March - May	June 21

____
Institution Name

____
CONTRACT PERSON

		CLASS							REGULAR BUDGET EXTENSION							NON-REGULAR BUDGET					
LINE NO.	LOCAL DEPARTMENTAL CODE	Prefix	No.	Sec.	1-ON CAMPUS 2-OFF CAMPUS	COUNTY CODE	TOTAL HOURS SCHEDULED	TOTAL STUDENTS AT 20% POINT	ACADEMIC	ADULT HIGH SCHOOL	AVOCATIONAL	OCCUPATIONAL	PRACITICAL SKILLS	ADULT BASIC EDUCATION	COMPENSATORY EDUCATION	LEARNING LABORATORY	NEW AND EXPANDING INDUSTRY	HUMAN RESOURCES DEVELOPMENT	SELF-SUPPORT AND RECREATIONAL	TOTAL	FIP INSTR. S.S. NUMBER
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
8.																					
9.																					
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16.																					
17.																					
18.																					
PAGE TOTAL																					
GRAND TOTAL (Last Page Only)																					

DCC 7-3E
Nov. '80

ANNUAL LITERACY DATA REPORT

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
Caswell Building
200 West Jones Street
Raleigh, NC 27603-1337

Contact Person: Terrence M. Shelwood
Phone: 919-733-7051, Extension 311

CERTIFICATION: I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions.

NAME OF COLLEGE: ______________________________

NAME OF INDIVIDUAL PREPARING REPORT: ______________________________
(Please type or print)

TITLE: ____________________ ______________________________
Telephone (area code/number/extension)

SIGNATURE: ______________________________ DATE: ____________________
President

FORM DCC 9-4
Revised 6/89

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
Division of Adult and Continuing Education
Continuing Education Services
Caswell Building
Raleigh, NC 27603-1337

College: ______________________

Program Year: ______________

ANNUAL LITERACY DATA REPORT

Period Covered	
From	To

TABLE 1. Enter the number of participants by educational functioning level, population group, and sex.

EDUCATIONAL FUNCTIONING LEVEL*	PARTICIPANTS BY POPULATION GROUP AND SEX **										
	AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		BLACK not of HISPANIC ORIGIN		HISPANIC		WHITE not of HISPANIC ORIGIN		TOTAL Cols (B) thru (K)
(A)	MALE (B)	FEMALE (C)	MALE (D)	FEMALE (E)	MALE (F)	FEMALE (G)	MALE (H)	FEMALE (I)	MALE (J)	FEMALE (K)	(L)
1. BEGINNING A. ABE											
BEGINNING B. ESL											
2. INTERMEDIATE A. ABE											
INTERMEDIATE B. ESL											
3. ADVANCED ESL											
4. ADULT HIGH SCHOOL											
5. GED											
6. CED											
7. TOTAL											

*See definitions of the different educational functioning levels on pages 1-2.

**An enrollee should be included in the racial/ethnic group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one group. (See definitions for population groups on page 3.

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College: ______________________

TABLE 2. Enter the number of participants by age, population group, and sex. (Unduplicated)

AGE GROUP*	PARTICIPANTS BY POPULATION GROUP AND SEX										
	AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		BLACK not of HISPANIC ORIGIN		HISPANIC		WHITE not of HISPANIC ORIGIN		TOTAL Cols (B) thru (K)
(A)	MALE (B)	FEMALE (C)	MALE (D)	FEMALE (E)	MALE (F)	FEMALE (G)	MALE (H)	FEMALE (I)	MALE (J)	FEMALE (K)	(L)
1. AGE GROUP 16-24											
2. AGE GROUP 25-44											
3. AGE GROUP 45-59											
4. AGE GROUP 60-64											
5. AGE GROUP 65 and Older											
6. TOTAL											

*Based on participant's age at the time of the first class attended during the program year.

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College: ____________________

TABLE 3. Enter the number of participants by each of the categories listed.

PARTICIPANT PROGRESS AND SEPARATION DATA BY EDUCATIONAL FUNCTIONING LEVEL
Number of Participants

EDUCATIONAL FUNCTIONING LEVEL* (A)	NUMBER STARTED (AT EACH LEVEL) (B)	NUMBER STARTED THAT COMPLETED THAT LEVEL (C)	NUMBER PROGRESSING IN SAME LEVEL (D)	NUMBER SEPARATED FROM EACH LEVEL BEFORE COMPLETING THAT LEVEL (E)	NUMBER STARTED AT EACH LEVEL THAT MOVED TO A HIGHER LEVEL (F)
1. BEGINNING A. ABE					
BEGINNING B. ESL					
2. INTERMEDIATE A. ABE					
INTERMEDIATE B. ESL					
3. ADVANCED ESL					**
4. ADULT HIGH SCHOOL					**
5. GED					**
6. CED					
7. TOTAL					

*See definitions of the different educational functioning levels on pages 1-2.

**Degree or certificate programs.

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College: ______________________

TABLE 4. Number of participants leaving the program before completing their objectives and their reasons for separation. (May be a duplicated coun

Reasons for Separation	Number of Participants				
	ABE	GED	AHS	CED	ESL
1. Health problems					
2. Child care problems					
3. Transportation problems					
4. Family problems					
5. Location of class					
6. Lack of interest, instruction not helpful to participant					
7. Time the class or program was scheduled					
8. Changed address or left area					
9. To take a job (unemployed when entered program)					
10. To take a better job (employed when entered program)					
11. Enrolled in another education or training program					
12. Employment conflict					
13. Class closed					
14. Referral to other program/agency					
15. Other known reasons (specify):					
16. Unknown reasons					
17. Follow-up attempted					

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College: ____________________

TABLE 5. Enter the number of participants for each of the categories listed. Participants may fit more than one category and may be reported under as many categories as apply. (See list of definitions for description of categories on pages 4-7).

Status of Participants Upon Entry into the Program	Number of Participants (may be duplicated)				
	ABE	GED	AHS	CED	ESL
1. Disabled adults					
A. Physically handicapped					
B. Mentally handicapped					
2. Adults in rural areas					
3. Adults in urban areas with high rates of unemployment					
4. Immigrant adults					
5. Eligible legalized aliens					
6. Limited English Speaking adults					
7. Homeless adults					
8. Adults in correctional facilities					
9. Other institutionalized adults					
10. Employed adults					
11. Unemployed adults					

(over)

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TABLE 5. (continued)

College: ____________________

12. Adults on public assistance					
13. Heads of household					
14. Adults enrolled during previous school year					

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College: ______________________

TABLE 6. Report the number of participants in your program(s) who had achievement(s) in the listed areas during the reporting period. Participants who have several achievements may be listed more than once.

Participant Achievement	Number of Participants (may be duplicated)				
	ABE	GED	AHS	CED	ESL
1. EDUCATIONAL -- Improved basic skills for personal satisfaction and increased self-confidence					
2. EDUCATIONAL -- Obtained an adult high school diploma					
3. EDUCATIONAL -- Passed the GED test					
4. EDUCATIONAL -- Entered other educational or training program					
5. EDUCATIONAL -- Learned to read for the first time					
6. EDUCATIONAL -- Improved ability to help children with school					
7. EDUCATIONAL -- Learned English language					
8. SOCIETAL -- Received U. S. Citizenship					
9. SOCIETAL -- Obtained driver's license					
10. SOCIETAL -- Registered to vote or voted for the first time					
11. ECONOMIC -- Gained employment*					
12. ECONOMIC -- Secured employment retention or obtained job advancement*					
13. ECONOMIC -- Removed from public assistance					
14. OTHER -- (Specify):					

*Definitions for these items on page 7.

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TABLE 7. Report the number of participants and the number of classes by and location.

LOCATION OF CLASS** (A)	NUMBER OF PARTICIPANTS* (B)					NUMBER OF DAYTIME CLASSES (C)					NUMBER OF EVENING CLASSES (D)					NUMBER OF SITES OPERATING PROGRAMS (unduplicated count)	
	ABE	GED	AHS	CED	ESL	ABE	GED	AHS	CED	ESL	ABE	GED	AHS	CED	ESL	1-24 hrs./wk. (E)	25 hrs. or more per wk. (F)
1. SCHOOL BUILDING A. Elementary/Secondary School																	
B. Community College (Junior College, Technical Institute, etc.)																	
C. 4-year College																	
2. OTHER LOCATIONS A. Learning Center																	
B. Correctional Institution																	
C. State/Local Institution for the Disabled																	
D. Work Site																	
E. Library																	
F. Community Based Organization Center																	
G. Home or Homebased																	
H. Churches																	
I. ADAP Center																	
J. Sheltered Workshop																	
K. Group Home																	
L. Other																	
3. TOTAL																	

*The total number of participants is an unduplicated count and should equal the total number reported for TABLE 1, Line 7, Column L and TABLE 2, Line 6, Column L.

**See definitions for class locations on pages 7-9.

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College: ____________________

TABLE 8. Enter an unduplicated count of personnel by function and job status.
(See definitions of function on pages 10-11.)

(A) Organizational Placement and Type of Job Performed	ADULT EDUCATION PERSONNEL														
	(B) Part-Time Personnel					(C) Full-Time Personnel					(D) Volunteers				
	ABE	GED	AHS	CED	ESL	ABE	GED	AHS	CED	ESL	ABE	GED	AHS	CED	ESL
1. State-Level Administrative Supervisory/Ancillary Services															
2. Local-Level Administrative Supervisory/Ancillary Services															
3. Local Instructors															
4. Local Assessment/Retention Specialists															
5. Local Recruiters															
6. Local Counselors															
7. Local Paraprofessionals															

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TABLE 9. Enter the number of participants by type of referral.

Referred by:	Number of Participants ABE	GED	AHS	CED	ESL
1. Community college recruiter					
2. Radio					
3. Television					
4. Other student in program					
5. Previous enrollment					
6. Friend or relative					
7. Newspaper					
8. Church					
9. Business and industry					
10. JTPA					
11. Hospital/doctor/clinic					
12. Public school					
13. Voluntary organization					
14. Community organization					
15. Health agency					
16. Library					
17. Institution for handicapped					
18. Correctional institution/court					
19. Antipoverty program (specify)					
20. Department of Social Services					
21. Employment Security Commission					
22. Human Resources Development Program					

(over)

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College: ______________________

TABLE 9. (continued)

23. Department of Motor Vehicles					
24. Literacy council					
25. Adult education staff					
26. GED Testing Center					
27. Poster, flier, letter					
28. Vocational school					
29. Military/Veteran's Administration					
30. Others (specify):					

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CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY
600426	INDEPENDENCE HIGH	CHARLOTTE	MECKLENBURG
340478	INDEPENDENCE HIGH	WINSTON SALEM	FORSYTH
070328	J A WILKINSON HIGH SCHOOL	BELHAVEN	BEAUFORT
390324	J F WEBB HIGH	OXFORD	GRANVILLE
740366	J H ROSE HIGH	GREENVILLE	PITT
670324	JACKSONVILLE HIGH	JACKSONVILLE	ONSLOW
980342	JAMES B HUNT HIGH SCHOOL	WILSON	WILSON
310352	JAMES KENAN HIGH	WARSAW	DUPLIN
580328	JAMESVILLE HIGH	JAMESVILLE	MARTIN
210312	JOHN A HOLMES HIGH	EDENTON	CHOWAN
650342	JOHN HOGGARD HIGH	WILMINGTON	NEW HANOVER
520320	JONES SENIOR HIGH	TRENTON	JONES
190336	JORDAN MATHEWS HIGH	SILER CITY	CHATHAM
231324	KINGS MOUNTAIN HIGH	KINGS MTN	CLEVELAND
541320	KINSTON HIGH	KINSTON	LENOIR
650354	LAKESIDE SCHOOL	WILMINGTON	NEW HANOVER
820349	LAKEWOOD HIGH	ROSEBORO	SAMPSON
290336	LEDFORD SENIOR HIGH	THOMASVILLE	DAVIDSON
530336	LEE SENIOR HIGH	SANFORD	LEE
291336	LEXINGTON SR HIGH	LEXINGTON	DAVIDSON
0330	LINCOLN SCHOOL OF TECHONOLOGY	LINCOLNTON	LINCOLN
550332	LINCOLNTON HIGH	LINCOLNTON	LINCOLN
780336	LITTLEFIELD HIGH	LUMBERTON	ROBESON
350336	LOUISBURG HIGH	LOUISBURG	FRANKLIN
410352	LUCY RAGSDALE HIGH	JAMESTOWN	GUILFORD
780342	LUMBERTON SR HIGH	LUMBERTON	ROBESON
570318	MADISON HIGH	MARSHALL	MADISON
792316	MADISON-MAYODAN HIGH	MADISON	ROCKINGHAM
780344	MAGNOLIA HIGH	LUMBERTON	ROBESON
180348	MAIDEN HIGH	MAIDEN	CATAWBA
280316	MANTEO HIGH	MANTEO	DARE
0388	MASSEY HILL EXTENDED DAY SCHOOL	FAYETTEVILLE	CUMBERLAND
480308	MATTAMUSKEET HIGH	SWAN QUARTER	HYDE
783304	MAXTON HIGH	MAXTON	ROBESON
590330	MCDOWELL HIGH	MARION	MCDOWELL
820352	MIDWAY HIGH	DUNN	SAMPSON
920500	MILLBROOK SENIOR HIGH	RALEIGH	WAKE
610334	MITCHELL HIGH	BAKERSVILLE	MITCHELL
901312	MONROE HIGH	MONROE	UNION
491312	MOORESVILLE SENIOR HIGH	MOORESVILLE	IREDELL
791336	MOREHEAD HIGH	EDEN	ROCKINGHAM
862312	MOUNT AIRY HIGH	MOUNT AIRY	SURRY
340454	MOUNT TABOR HIGH	WINSTON SALEM	FORSYTH
000330	MOUNTAIN HERITAGE HIGH	BURNSVILLE	YANCEY
130324	MT PLEASANT HIGH	MT PLEASANT	CABARRUS
460324	MURFREESBORO HIGH	MURFREESBORO	HERTFORD
200328	MURPHY HIGH	MURPHY	CHEROKEE
600466	MYERS PARK HIGH	CHARLOTTE	MECKLENBURG
240364	NAKINA HIGH	NAKINA	COLUMBUS
560332	NANTAHALA HIGH	TOPTON	MACON
3500	NC SCHOOL OF SCIENCE AND MATH	DURHAM	DURHAM
250356	NEW BERN HIGH	NEW BERN	CRAVEN
650352	NEW HANOVER HIGH	WILMINGTON	NEW HANOVER
182316	NEWTON-CONOVER HIGH	NEWTON	CATAWBA
100326	NORTH BRUNSWICK HIGH	LELAND	BRUNSWICK
110380	NORTH BUNCOMBE HIGH	WEAVERVILLE	BUNCOMBE
290348	NORTH DAVIDSON SR HIGH	LEXINGTON	DAVIDSON
310364	NORTH DUPLIN JR-SR HIGH	CALYPSO	DUPLIN
330328	NORTH EDGECOMBE HIGH	TARBORO	EDGECOMBE
340460	NORTH FORSYTH HIGH	WINSTON SALEM	FORSYTH
360470	NORTH GASTON HIGH	DALLAS	GASTON
490346	NORTH IREDELL HIGH	OLIN	IREDELL
510368	NORTH JOHNSTON HIGH	KENLY	JOHNSTON
540324	NORTH LENOIR HIGH	LAGRANGE	LENOIR

SCHOOL CODE	NAME	CITY	COUNTY
600480	NORTH MECKLENBURG HIGH	HUNTERSVILLE	MECKLENBURG
630332	NORTH MOORE HIGH	ROBBINS	MOORE
740374	NORTH PITT HIGH	BETHEL	PITT
840332	NORTH STANLY HIGH	NEW LONDON	STANLY
850332	NORTH STOKES HIGH	DANBURY	STOKES
860336	NORTH SURRY HIGH	MT AIRY	SURRY
970356	NORTH WILKES HIGH	HAYS	WILKES
660336	NORTHAMPTON HIGH-EAST	CONWAY	NORTHAMPTON
660324	NORTHAMPTON HIGH-WEST	GUMBERRY	NORTHAMPTON
410372	NORTHEAST GUILFORD SENIOR HIGH	MCLEANSVILLE	GUILFORD
700317	NORTHEASTERN HIGH	ELIZABETH CITY	PASQUOTANK
320356	NORTHERN HIGH	DURHAM	DURHAM
640350	NORTHERN NASH HIGH	ROCKY MOUNT	NASH
070330	NORTHSIDE HIGH	PINETOWN	BEAUFORT
130326	NORTHWEST CABARRUS HIGH	CONCORD	CABARRUS
410376	NORTHWEST GUILFORD SENIOR HIGH	GREENSBORO	GUILFORD
420346	NORTHWEST HIGH	LITTLETON	HALIFAX
050336	NORTHWEST HIGH	WARRENSVILLE	ASHE
190342	NORTHWOOD HIGH	PITTSBORO	CHATHAM
480316	OCRACOKE HIGH	OCRACOKE	HYDE
600490	OLYMPIC HIGH	CHARLOTTE	MECKLENBURG
670337	ONSLOW COUNTY HIGH	JACKSONVILLE	ONSLOW
680332	ORANGE SENIOR HIGH	HILLSBOROUGH	ORANGE
780352	ORRUM HIGH	ORRUM	ROBESON
411470	P J WEAVER ED CTR	GREENSBORO	GUILFORD
411436	PAGE HIGH	GREENSBORO	GUILFORD
690320	PAMLICO HIGH	BAYBORO	PAMILCO
340486	PARKLAND SENIOR HIGH	WINSTON SALEM	FORSYTH
780360	PARKTON HIGH	PARKTON	ROBESON
900344	PARKWOOD HIGH	MONROE	UNION
780370	PEMBROKE SENIOR HIGH	PEMBROKE	ROBESON
710326	PENDER HIGH	BURGAW	PENDER
720316	PERQUIMANS HIGH	HERTFORD	PERQUIMINS
730352	PERSON SR HIGH	ROXBORO	PERSON
900348	PIEDMONT HIGH	MONROE	UNION
260408	PINE FOREST SR HIGH	FAYETTEVILLE	CUMBERLAND
630336	PINECREST HIGH	SOUTHERN PINES	MOORE
440378	PISGAH HIGH	CANTON	HAYWOOD
940316	PLYMOUTH HIGH	PLYMOUTH	WASHINGTON
750316	POLK CENTRAL HIGH	MILL SPRING	POLK
510376	PRINCETON PRIM & HIGH	PRINCETON	JOHNSTON
600508	PROVIDENCE HIGH	CHARLOTTE	MECKLENBURG
780420	PURNELL SWETT HIGH	PEMBROKE	ROBESON
760348	RANDLEMAN HIGH	RANDLEMAN	RANDOLPH
780391	RED SPRINGS HIGH	RED SPRINGS	ROBESON
261357	REID ROSS HIGH	FAYETTEVILLE	CUMBERLAND
793332	REIDSVILLE SR HIGH	REIDSVILLE	ROCKINGHAM
340496	REYNOLDS HIGH	WINSTON SALEM	FORSYTH
670340	RICHLANDS HIGH	RICHLANDS	ONSLOW
770348	RICHMOND SENIOR HIGH	ROCKINGHAM	RICHMOND
320365	RIVERSIDE HIGH SCHOOL	DURHAM	DURHAM
580344	ROANOKE HIGH	ROBERSONVILLE	MARTIN
421316	ROANOKE RAPIDS HIGH	ROANOKE RAPIDS	HALIFAX
380308	ROBBINSVILLE HIGH	ROBBINSVILLE	GRAHAM
780331	ROBESON CO CAREER CT	LUMBERTON N C	ROBESON
790330	ROCKINGHAM CO SR HIGH	WENTWORTH	ROCKINGHAM
641360	ROCKY MOUNT HIGH	ROCKY MOUNT	NASH
960372	ROSEWOOD HIGH	GOLDSBORO	WAYNE
880328	ROSMAN HIGH	ROSMAN	TRANSYLVANIA
810384	RUTHERFORDTON HIGH	RUTHERFORDTON	RUTHERFORD
800396	SALISBURY HIGH	SALISBURY	ROWAN
920552	SANDERSON HIGH	RALEIGH	WAKE
420352	SCOTLAND NECK HIGH	SCOTLAND NECK	HALIFAX
830346	SCOTLAND SENIOR HIGH	LAURINBURG	SCOTLAND
011354	SELLARS-GUNN VOC ED	BURLINGTON	ALAMANCE
260424	SEVENTY FIRST SR HIGH	FAYETTEVILLE	CUMBERLA

Attachment 6

CODE SHEET D
NORTH CAROLINA PUBLIC HIGH SCHOOLS
LISTED BY SCHOOL NAME

SCHOOL CODE	NAME	CITY	COUNTY
510399	SMITHFIELD-SELMA HIGH	SMITHFIELD	JOHNSTON
500340	SMOKEY MOUNTAIN HIGH	SYLVA	JACKSON
232332	SHELBY HIGH	SHELBY	CLEVELAND
411456	SMITH HIGH	GREENSBORO	GUILFORD
100334	SOUTH BRUNSWICK HIGH	SOUTHPORT	BRUNSWICK
140386	SOUTH CALDWELL HIGH	HUDSON	CALDWELL
290365	SOUTH DAVIDSON HIGH	DENTON	DAVIDSON
390352	SOUTH GRANVILLE HIGH	CREEDMOOR	GRANVILLE
490362	SOUTH IREDELL HIGH	STATESVILLE	IREDELL
510402	SOUTH JOHNSTON HIGH	FOUR OAKS	JOHNSTON
540336	SOUTH LENOIR HIGH	DEEP RUN	LENOIR
600535	SOUTH MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
340336	SOUTH PARK HIGH	WINSTON SALEM	FORSYTH
360494	SOUTH POINT HIGH	BELMONT	GASTON
780402	SOUTH ROBERSON HIGH	ROWLAND	ROBESON
800400	SOUTH ROWAN HIGH	CHINA GROVE	ROWAN
840356	SOUTH STANLY HIGH	NORWOOD	STANLY
850352	SOUTH STOKES HIGH	WALNUT COVE	STOKES
260427	SOUTH VIEW SR HIGH	HOPE MILLS	CUMBERLAND
410408	SOUTHEAST GUILFORD SENIOR HIGH	GREENSBORO	GUILFORD
420358	SOUTHEAST HALIFAX HIGH	HALIFAX	HALIFAX
410411	SOUTHERN GUILFORD HIGH	GREENSBORO	GUILFORD
320368	SOUTHERN HIGH	DURHAM	DURHAM
010388	SOUTHERN HIGH	GRAHAM	ALAMANCE
640364	SOUTHERN NASH SR HIGH	BAILEY	NASH
910364	SOUTHERN VANCE HIGH	HENDERSON	VANCE
960380	SOUTHERN WAYNE HIGH	DUDLEY	WAYNE
330350	SOUTHWEST EDGECOMBE HIGH	PINETOPS	EDGECOMBE
670344	SOUTHWEST HIGH	JACKSONVILLE	ONSLOW
410414	SOUTHWEST SR HIGH	HIGH POINT	GUILFORD
760358	SOUTHWESTERN HIGH	ASHEBORO	RANDOLPH
780401	ST PAULS HIGH	ST PAULS	ROBESON
180376	ST STEPHENS HIGH	HICKORY	CATAWBA
990326	STARMOUNT HIGH	BOONVILLE	YADKIN
490354	STATESVILLE SR	STATESVILLE	IREDELL
792328	STONEVILLE HIGH	STONEVILLE	ROCKINGHAM
900360	SUN VALLEY HIGH	MONROE	UNION
860352	SURRY CENTRAL HIGH	DOBSON	SURRY
870314	SWAIN COUNTY HIGH	BRYSON CITY	SWAIN
670352	SWANSBORO HIGH	SWANSBORO	ONSLOW
110416	T C ROBERSON HIGH	SKYLAND	BUNCOMBE
412372	T W ANDREWS HIGH	HIGH POINT	GUILFORD
240372	TABOR CITY PRIM & HIGH	TABOR CITY	COLUMBUS
090364	TAR HEEL HIGH	TAR HEEL	BLADEN
331320	TARBORO HIGH	TARBORO	EDGECOMBE
260446	TERRY SANFORD SR HIGH	FAYETTEVILLE	CUMBERLAND
120354	THE LEARNING CENTER	MORGANTON	BURKE
292324	THOMASVILLE HIGH	THOMASVILLE	DAVIDSON
710342	TOPSAIL JR-SR HIGH	HAMPSTEAD	PENDER
760380	TRINITY HIGH	TRINITY	RANDOLPH
430378	TRITON HIGH	ERWIN	HARNETT
440390	TUSCOLA HIGH	WAYNESVILLE	HAYWOOD
750330	TYRON HIGH SCHOOL	TRYON	POLK
900366	UNION CO CAREER CTR	MONROE	UNION
820388	UNION HIGH	CLINTON	SAMPSON
630360	UNION PINES HIGH	CAMERON	MOORE
910370	VANCE SENIOR HIGH	HENDERSON	VANCE
920588	WAKE FOREST HIGH	WAKE FOREST	WAKE
920528	WAKE OPTIONAL HIGH	RALEIGH	WAKE
310392	WALLACE-ROSE HILL HIGH	TEACHEY	DUPLIN
322	WALLTOWN EDUCATION ADVANCEMENT CENTER	DURHAM	DURHAM
011356	WALTER WILLIAMS HIGH	BURLINGTON	ALAMANCE
930352	WARREN COUNTY HIGH	WARRENTON	WARREN
071324	WASHINGTON HIGH	WASHINGTON	BEAUFORT
950336	WATAUGA HIGH	BOONE	WATAUGA
422324	WELDON HIGH	WELDON	HALIFAX
100348	WEST BRUNSWICK HIGH	SHALLOTTE	BRUNSWICK
140390	WEST CALDWELL HIGH	LENOIR	CALDWELL
160344	WEST CARTERET HIGH	MOREHEAD CITY	CARTERET
600576	WEST CHARLOTTE HIGH	CHARLOTTE	MECKLENBURG
240380	WEST COLUMBUS HIGH	CERRO GORDO	COLUMBUS
250372	WEST CRAVEN HIGH	VANCEBORO	CRAVEN
290388	WEST DAVIDSON HIGH	LEXINGTON	DAVIDSON
340556	WEST FORSYTH HIGH	CLEMMONS	FORSYTH
450352	WEST HENDERSON HIGH	HENDERSONVILLE	HENDERSON
490380	WEST IREDELL HIGH	STATESVILLE	IREDELL
550368	WEST LINCOLN HIGH	LINCOLNTON	LINCOLN
600579	WEST MECKLENBURG HIGH	CHARLOTTE	MECKLENBURG
620340	WEST MONTGOMERY HIGH	MT GILEAD	MONTGOMERY
800408	WEST ROWAN HIGH	MT ULLA	ROWAN
840368	WEST STANLY HIGH	OAKBORO	STANLY
970388	WEST WILKES HIGH	MILLERS CREEK	WILKES
410428	WESTERN GUILFORD HIGH	GREENSBORO	GUILFORD
430384	WESTERN HARNETT HIGH	LILLINGTON	HARNETT
010400	WESTERN HIGH	ELON COLLEGE	ALAMANCE
260455	WESTOVER SENIOR HIGH	FAYETTEVILLE	CUMBERLAND
670364	WHITE OAK HIGH	JACKSONVILLE	ONSLOW
241316	WHITEVILLE SENIOR HIGH	WHITEVILLE	COLUMBUS
970390	WILKES CENTRAL HIGH	WILKESBORO	WILKES
970391	WILKES COUNTY CAREER CTR	WILKESBORO	WILKES
240388	WILLIAMS TOWNSHIP HIGH	WHITEVILLE	COLUMBUS
580368	WILLIAMSTON HIGH	WILLIAMSTON	MARTIN

CODE SHEET E
NORTH CAROLINA PUBLIC HIGH SCHOOLS
NON-PUBLIC AND 'OTHER'

SCHOOL CODE	NAME	CITY	COUNTY	SCHOOL CODE	NAME	CITY	COUNTY
003981	N C SCHOOL OF THE ARTS	WINSTON-SALEM	FORSYTH	696800	OTHER PUBLIC PAMLICO		PAMLICO
016800	OTHER PUBLIC ALAMANCE		ALAMANCE	706800	OTHER PUBLIC PASQUOTANK		PASQUOTANK
026800	OTHER PUBLIC ALEXANDER		ALEXANDER	716800	OTHER PUBLIC PENDER		PENDER
036800	OTHER PUBLIC ALLEGHANY		ALLEGHANY	726800	OTHER PUBLIC PERQUIMANS		PERQUIMINS
046800	OTHER PUBLIC ANSON		ANSON	766800	OTHER PUBLIC RANDOLPH		RANDOLPH
056800	OTHER PUBLIC ASHE		ASHE	776800	OTHER PUBLIC RICHMOND		RICHMOND
066800	OTHER PUBLIC AVERY		AVERY	786800	OTHER PUBLIC ROBESON		ROBESON
076800	OTHER PUBLIC BEAUFORT		BEAUFORT	796800	OTHER PUBLIC ROCKINGHAM		ROCKINGHAM
086800	OTHER PUBLIC BERTIE		BERTIE	806800	OTHER PUBLIC ROWAN		ROWAN
096800	OTHER PUBLIC BLADEN		BLADEN	816800	OTHER PUBLIC RUTHERFORD		RUTHERFORD
106800	OTHER PUBLIC BRUNSWICK		BRUNSWICK	826800	OTHER PUBLIC SAMPSON		SAMPSON
116800	OTHER PUBLIC BUNCOMBE		BUNCOMBE	836800	OTHER PUBLIC SCOTLAND		SCOTLAND
126800	OTHER PUBLIC BURKE		BURKE	846800	OTHER PUBLIC STANLY		STANLY
136800	OTHER PUBLIC CABARRUS		CABARRUS	856800	OTHER PUBLIC STOKES		STOKES
146800	OTHER PUBLIC CALDWELL		CALDWELL	866800	OTHER PUBLIC SURRY		SURRY
156800	OTHER PUBLIC CAMDEN		CAMDEN	876800	OTHER PUBLIC SWAIN		SWAIN
166800	OTHER PUBLIC CARTERET		CARTERET	896800	OTHER PUBLIC TERRELL		TYRRELL
176800	OTHER PUBLIC CASWELL		CASWELL	886800	OTHER PUBLIC TRANSYLVANIA		TRANSYLVANIA
186800	OTHER PUBLIC CATAWBA		CATAWBA	906800	OTHER PUBLIC UNION		UNION
196800	OTHER PUBLIC CHATHAM		CHATHAM	916800	OTHER PUBLIC VANCE		VANCE
206800	OTHER PUBLIC CHEROKEE		CHEROKEE	926800	OTHER PUBLIC WAKE		WAKE
216800	OTHER PUBLIC CHOWAN		CHOWAN	936800	OTHER PUBLIC WARREN		WARREN
226800	OTHER PUBLIC CLAY		CLAY	946800	OTHER PUBLIC WASHINGTON		WASHINGTON
236800	OTHER PUBLIC CLEVELAND		CLEVELAND	956800	OTHER PUBLIC WATAUGA		WATAUGA
246800	OTHER PUBLIC COLUMBUS		COLUMBUS	966800	OTHER PUBLIC WAYNE		WAYNE
256800	OTHER PUBLIC CRAVEN		CRAVEN	976800	OTHER PUBLIC WILKES		WILKES
266800	OTHER PUBLIC CUMBERLAND		CUMBERLAND	986800	OTHER PUBLIC WILSON		WILSON
276800	OTHER PUBLIC CURRITUCK		CURRITUCK	996800	OTHER PUBLIC YADKIN		YADKIN
286800	OTHER PUBLIC DARE		DARE	006800	OTHER PUBLIC YANCEY		YANCEY
296800	OTHER PUBLIC DAVIDSON		DAVIDSON	002953	PEACE COLLEGE	RALEIGH	WAKE
306800	OTHER PUBLIC DAVIE		DAVIE	016900	PRIVATE ALAMANCE		ALAMANCE
316800	OTHER PUBLIC DUPLIN		DUPLIN	026900	PRIVATE ALEXANDER		ALEXANDER
326800	OTHER PUBLIC DURHAM		DURHAM	036900	PRIVATE ALLEGHANY		ALLEGHANY
336800	OTHER PUBLIC EDGECOMBE		EDGECOMBE	046900	PRIVATE ANSON		ANSON
346800	OTHER PUBLIC FORSYTH		FORSYTH	056900	PRIVATE ASHE		ASHE
356800	OTHER PUBLIC FRANKLIN		FRANKLIN	066900	PRIVATE AVERY		AVERY
366800	OTHER PUBLIC GASTON		GASTON	076900	PRIVATE BEAUFORT		BEAUFORT
376800	OTHER PUBLIC GATES		GATES	086900	PRIVATE BERTIE		BERTIE
386800	OTHER PUBLIC GRAHAM		GRAHAM	096900	PRIVATE BLADEN		BLADEN
396800	OTHER PUBLIC GRANVILLE		GRANVILLE	106900	PRIVATE BRUNSWICK		BRUNSWICK
406800	OTHER PUBLIC GREENE		GREENE	116900	PRIVATE BUNCOMBE		BUNCOMBE
416800	OTHER PUBLIC GUILFORD		GUILFORD	126900	PRIVATE BURKE		BURKE
426800	OTHER PUBLIC HALIFAX		HALIFAX	136900	PRIVATE CABARRUS		CABARRUS
436800	OTHER PUBLIC HARNETT		HARNETT	146900	PRIVATE CALDWELL		CALDWELL
446800	OTHER PUBLIC HAYWOOD		HAYWOOD	156900	PRIVATE CAMDEN		CAMDEN
456800	OTHER PUBLIC HENDERSON		HENDERSON	166900	PRIVATE CARTERET		CARTERET
466800	OTHER PUBLIC HERTFORD		HERTFORD	176900	PRIVATE CASWELL		CASWELL
476800	OTHER PUBLIC HOKE		HOKE	186900	PRIVATE CATAWBA		CATAWBA
486800	OTHER PUBLIC HYDE		HYDE	196900	PRIVATE CHATHAM		CHATHAM
496800	OTHER PUBLIC IREDELL		IREDELL	206900	PRIVATE CHEROKEE		CHEROKEE
506800	OTHER PUBLIC JACKSON		JACKSON	216900	PRIVATE CHOWAN		CHOWAN
516800	OTHER PUBLIC JOHNSTON		JOHNSTON	226900	PRIVATE CLAY		CLAY
526800	OTHER PUBLIC JONES		JONES	236900	PRIVATE CLEVELAND		CLEVELAND
536800	OTHER PUBLIC LEE		LEE	246900	PRIVATE COLUMBUS		COLUMBUS
546800	OTHER PUBLIC LENOIR		LENOIR	256900	PRIVATE CRAVEN		CRAVEN
556800	OTHER PUBLIC LINCOLN		LINCOLN	266900	PRIVATE CUMBERLAND		CUMBERLAND
566800	OTHER PUBLIC MACON		MACON	276900	PRIVATE CURRITUCK		CURRITUCK
576800	OTHER PUBLIC MADISON		MADISON	286900	PRIVATE DARE		DARE
586800	OTHER PUBLIC MARTIN		MARTIN	296900	PRIVATE DAVIDSON		DAVIDSON
596800	OTHER PUBLIC MCDOWELL		MCDOWELL	306900	PRIVATE DAVIE		DAVIE
606800	OTHER PUBLIC MECKLENBERG		MECKLENBURG	316900	PRIVATE DUPLIN		DUPLIN
616800	OTHER PUBLIC MITCHELL		MITCHELL	326900	PRIVATE DURHAM		DURHAM
626800	OTHER PUBLIC MONTGOMERY		MONTGOMERY	336900	PRIVATE EDGECOMBE		EDGECOMBE
636800	OTHER PUBLIC MOORE		MOORE	346900	PRIVATE FORSYTH		FORSYTH
646800	OTHER PUBLIC NASH		NASH	356900	PRIVATE FRANKLIN		FRANKLIN
656800	OTHER PUBLIC NEW HANOVER		NEW HANOVER	366900	PRIVATE GASTON		GASTON
666800	OTHER PUBLIC NORTHAMPTON		NORTHAMPTON	376900	PRIVATE GATES		GATES
676800	OTHER PUBLIC ONSLOW		ONSLOW	386900	PRIVATE GRAHAM		GRAHAM
686800	OTHER PUBLIC ORANGE		ORANGE	396900	PRIVATE GRANVILLE		GRANVILLE

CODE SHEET F
NORTH CAROLINA PUBLIC HIGH SCHOOLS
NON-PUBLIC AND 'OTHER'

SCHOOL CODE	NAME	CITY	COUNTY
406900	PRIVATE GREENE		GREENE
416900	PRIVATE GUILFORD		GUILFORD
426900	PRIVATE HALIFAX		HALIFAX
436900	PRIVATE HARNETT		HARNETT
446900	PRIVATE HAYWOOD		HAYWOOD
456900	PRIVATE HENDERSON		HENDERSON
466900	PRIVATE HERTFORD		HERTFORD
476900	PRIVATE HOKE		HOKE
486900	PRIVATE HYDE		HYDE
496900	PRIVATE IREDELL		IREDELL
506900	PRIVATE JACKSON		JACKSON
516900	PRIVATE JOHNSTON		JOHNSTON
526900	PRIVATE JONES		JONES
536900	PRIVATE LEE		LEE
546900	PRIVATE LENOIR		LENOIR
556900	PRIVATE LINCOLN		LINCOLN
566900	PRIVATE MACON		MACON
576900	PRIVATE MADISON		MADISON
586900	PRIVATE MARTIN		MARTIN
596900	PRIVATE MCDOWELL		MCDOWELL
606900	PRIVATE MECKLENBERG		MECKLENBURG
616900	PRIVATE MITCHELL		MITCHELL
626900	PRIVATE MONTGOMERY		MONTGOMERY
636900	PRIVATE MOORE		MOORE
646900	PRIVATE NASH		NASH
656900	PRIVATE NEW HANOVER		NEW HANOVER
666900	PRIVATE NORTHAMPTON		NORTHAMPTON
676900	PRIVATE ONSLOW		ONSLOW
686900	PRIVATE ORANGE		ORANGE
696900	PRIVATE PAMILCO		PAMILCO
726900	PRIVATE PERQUIMANS		PERQUIMINS
736900	PRIVATE PERSON		PERSON
746900	PRIVATE PITT		PITT
756900	PRIVATE POLK		POLK
766900	PRIVATE RANDOLPH		RANDOLPH
776900	PRIVATE RICHMOND		RICHMOND
786900	PRIVATE ROBESON		ROBESON
796900	PRIVATE ROCKINGHAM		ROCKINGHAM
806900	PRIVATE ROWAN		ROWAN
816900	PRIVATE RUTHERFORD		RUTHERFORD
826900	PRIVATE SAMPSON		SAMPSON
836900	PRIVATE SCOTLAND		SCOTLAND
846900	PRIVATE STANLY		STANLY
856900	PRIVATE STOKES		STOKES
866900	PRIVATE SURRY		SURRY
876900	PRIVATE SWAIN		SWAIN
896900	PRIVATE TERRELL		TYRRELL
886900	PRIVATE TRANSYLVANIA		TRANSYLVANIA
906900	PRIVATE UNION		UNION
916900	PRIVATE VANCE		VANCE
926900	PRIVATE WAKE		WAKE
936900	PRIVATE WARREN		WARREN
946900	PRIVATE WASHINGTON		WASHINGTON
956900	PRIVATE WATAUGA		WATAUGA
966900	PRIVATE WAYNE		WAYNE
976900	PRIVATE WILKES		WILKES
986900	PRIVATE WILSON		WILSON
996900	PRIVATE YADKIN		YADKIN
006900	PRIVATE YANCEY		YANCEY
002969	SAINT MARY'S COLLEGE	RALEIGH	WAKE

CODE SHEET F
OUT--OF-STATE HIGH SCHOOL CODES

SCHOOL CODE	NAME	STATE
101000	ALABAMA HIGH SCHOOL	AL
102000	ALASKA HIGH SCHOOL	AK
103000	ARIZONA HIGH SCHOOL	AZ
104000	ARKANSAS HIGH SCHOOL	AR
105000	CALIFORNIA HIGH SCHOOL	CA
106000	COLORADO HIGH SCHOOL	CO
107000	CONNECTICUT HIGH SCHOOL	CT
108000	DELAWARE HIGH SCHOOL	DE
109000	DISTRICT OF COLUMBIA HIGH SCH.	DC
110000	FLORIDA HIGH SCHOOL	FL
111000	GEORGIA HIGH SCHOOL	GA
112000	HAWAII HIGH SCHOOL	HI
113000	IDAHO HIGH SCHOOL	ID
114000	ILLINOIS HIGH SCHOOL	IL
115000	INDIANA HIGH SCHOOL	IN
116000	IOWA HIGH SCHOOL	IA
117000	KANSAS HIGH SCHOOL	KS
118000	KENTUCKY HIGH SCHOOL	KY
119000	LOUISIANA HIGH SCHOOL	LA
120000	MAINE HIGH SCHOOL	ME
121000	MARYLAND HIGH SCHOOL	MD
122000	MASSACHUSETTS HIGH SCHOOL	MA
123000	MICHIGAN HIGH SCHOOL	MI
124000	MINNESOTA HIGH SCHOOL	MN
125000	MISSISSIPPI HIGH SCHOOL	MS
126000	MISSOURI HIGH SCHOOL	MO
127000	MONTANA HIGH SCHOOL	MT
128000	NEBRASKA HIGH SCHOOL	NE
129000	NEVADA HIGH SCHOOL	NV
130000	NEW HAMPSHIRE HIGH SCHOOL	NH
131000	NEW JERSEY HIGH SCHOOL	NJ
132000	NEW MEXICO HIGH SCHOOL	NM
133000	NEW YORK HIGH SCHOOL	NY
135000	NORTH DAKOTA HIGH SCHOOL	ND
136000	OHIO HIGH SCHOOL	OH
137000	OKLAHOMA HIGH SCHOOL	OK
138000	OREGON HIGH SCHOOL	OR
154000	OTHER FOREIGN HIGH SCHOOL	OF
139000	PENNSYLVANIA HIGH SCHOOL	PA
152000	PUERTO RICO HIGH SCHOOL	PR
140000	RHODE ISLAND HIGH SCHOOL	RI
141000	SOUTH CAROLINA HIGH SCHOOL	SC
142000	SOUTH DAKOTA HIGH SCHOOL	SD
143000	TENNESSEE HIGH SCHOOL	TN
144000	TEXAS HIGH SCHOOL	TX
145000	UTAH HIGH SCHOOL	UT
146000	VERMONT HIGH SCHOOL	VT
153000	VIRGIN ISLANDS HIGH SCHOOL	VI
147000	VIRGINIA HIGH SCHOOL	VA
148000	WASHINGTON HIGH SCHOOL	WA
149000	WEST VIRGINIA HIGH SCHOOL	WV
150000	WISCONSIN HIGH SCHOOL	WI
151000	WYOMING HIGH SCHOOL	WY

Attachment 8

EXTENSION REGISTRATION - DCC 7-2

EFFECTIVE DATE: September 1, 1991
Replaces instructions dated August, 1990

Purpose

The major purpose of the extension registration data is to provide statistical information on each student enrolled in an extension program in the North Carolina Community College System.

Schedule

Extension Registration, DCC 7-2, should be reported for all those individuals registering for the period in which the class ends. These data should be reported to the Statistical Services Section, Department of Community Colleges, according to the following schedule:

	Reporting Period	Final Due Date
1.	June - August	September 21
2.	September - November	December 21
3.	December - February	March 21
4.	March - May	June 21

ALL DATA FOR EACH REPORTING PERIOD MUST BE RECEIVED BY THE DEPARTMENT OF COMMUNITY COLLEGES ON OR BEFORE THE FINAL DUE DATES. IF YOU HAVE COMPELLING REASONS THAT PREVENT YOU FROM MEETING THE DUE DATES, CALL BILL BULLARD AT 733-7051, EXT. 365.

All magnetic media reports (tapes, diskettes, cartridges), must be labeled with the information specified on the Magnetic Label Description. (Attachment 1)

Verification Report

It is required that the Verification Report (Attachment 9) be completed and submitted along with the data for the DCC 7-2. For colleges using the Prime system, this report is generated as a computer printout for you as a part of the Extension Registration report processing. Prime colleges should submit a copy of the printout instead of Attachment 9.

Instructions

Detailed instructions are given below for completing each item on the registration record. The numbers shown in parentheses refer to the field numbers in the Data Record Description. (Attachment 2)

An asterisk (*) beside the field number indicates a change in this field from prior instructions.

Two asterisks (**) indicate a new field.

(1) Blank

(2) College: Report the code number of the community college. (Code Sheet A, Attachment 3)

(3) Social Security Number: The student should enter his social security number or college assigned nine (9) digit identification number in this space.

A student may register who has not obtained a social security number. In such cases, a temporary college assigned nine (9) digit student identification number may be substituted for the social security number. The following steps are offered as guidance in assigning the temporary student identification number.

a) The issuing of number should be controlled by one college office.

b) Only one unique temporary number is to be assigned to each student who has not secured a social security number. A record should be made by the student and the issuing office of the assigned number, and the student should be advised to use this same number in all future registrations until he secures a social security number. The student should notify the office issuing the temporary number when he has received a social security number.

c) Assigned nine digit identification numbers should be formed by using the college code for the first three digits, 99 for the next two digits, and a four digit number beginning with 0001 uniquely assigned to each student. During a school year, any assigned number should be used to identify only one student even though it is no longer used by the student.

d) Assist the student who does not have a social security number in applying for one.

(4) Sex: Report 1 - Male
2 - Female

(5) Year of Birth: Report the last two digits of the year the student was born. Do not enter the current year. Attention is called to North Carolina Administrative Code 2C.0305 which specifies the conditions for the enrollment of students less than 18 years old and not high school graduates.

(6) Race: Report the correct code for the race shown below:

1 - White
2 - Black
3 - Indian
4 - Hispanic
5 - Asian

(7) Attendance: Day or Evening. Report where the larger part of his hours in class occurs in the day or evening.

(8) Employment: Unemployed, Employed Part-Time, or Employed Full-Time.

(9) Residency: Indicate if the student is a legal resident of North Carolina.

(10) County or State Code: If the student is a legal resident of North Carolina, report the 3 digit county code in which he is a resident (Code Sheet B - Attachment 4). If the student is not a resident of North Carolina, then report the 3 digit state or foreign country code of which he is a resident (Code Sheet C-Attachment 5).

(11) Extension Program Code: Report the extension program code in which the student is registered.

(12) Contact Hours: Report the total numbers of hours the student is scheduled to be in class for the reporting period covered by this registration. Use only whole numbers--do not enter any fractions or decimal equivalents. For Learning Lab, New Industry classes, etc., enter the actual number of hours the student was in class.

College: ____________________

TABLE 10. Enter number of participants
by services needed upon entry.

Services Needed by Students Upon Entry	Number of Participants				
	ABE	GED	AHS	CED	ESL
1. Job placement					
2. Counseling					
3. Day Care					
4. Transportation					
5. Tutoring					
6. Class for shut-in					
7. English as a Second Language instruction					
8. Financial assistance					
9. Job training					
10. Notetaker					
11. Interpreter					
12. Reader					
13. Auxiliary aids					
14. Other					

FORM DCC 9-4
Revised 6/89

College: ______________________

TABLE 11. Enter number of participants by services provided.

Services Provided to Students	Number of Participants ABE	GED	AHS	CED	ESL
1. Job referral					
2. Training referral					
3. Counseling					
4. Day Care					
5. Transportation					
6. English as a Second Language instruction					
7. Telecourse					
8. Tutorial instruction					
9. Community agency referral					
10. Notetaker assigned					
11. Interpreter assigned					
12. Auxiliary aids					
13. Reader assigned					
14. Computer-assisted instruction A. PLATO Contact Hours ______ B. ABLE Contact Hours ______					
15. Classes for shut-ins					
16. Homebound instructor					
17. Other					

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College: ____________________

TABLE 12. Enter number of participants
by programs/agencies referred to.

Type of Program/Agency	Number of Participants				
	ABE	GED	AHS	CED	ESL
1. Adult Basic Education (ABE)					
2. General Educational Development (GED)					
3. Adult High School Program (AHS)					
4. Compensatory Education (CED)					
5. Human Resources Development (HRD)					
6. English as a Second Language Program (ESL)					
7. Mental Health					
8. Department of Social Services					
9. Department of Health and Human Services					
10. Employment Security Commission					
11. Vocational Rehabilitation					
12. Social Security Administration					
13. Job Training Partnership Act (JTPA)					
14. Literacy Council					
15. Other					
16. Other					
17. Other					

FORM DCC 9-4
Revised 6/89

INSTRUCTIONS

ANNUAL LITERACY DATA REPORT

TABLE 1. Provides a profile of participants (**unduplicated count**) by educational functioning level, population group, and sex. Each participant should be reported **only once** regardless of the number of classes or programs attended during the program year being reported.

Educational Functioning Levels

1.A. **"BEGINNING ABE"** - instruction designed for an adult who is unable to read, write, and compute sufficiently well to meet the requirements of adult life in the United States, or an adult who lacks a mastery of basic educational skills that will enable him/her to function effectively in U.S. society. These adults are termed "educationally disadvantaged." Beginning ABE includes grades 0 through 5.9. This term does **not** apply to foreign-born adults with limited English proficiency.

1.B. **"BEGINNING ESL"** - instruction designed for an adult who has limited or no proficiency in the English language. Instruction emphasis is on listening and speaking. Literacy skills, reading and writing, are introduced at this level.

2.A. **"INTERMEDIATE ABE"** - instruction designed for an adult who has some competence in reading, writing, and computation but is not sufficiently competent to meet the requirements of adult life in the United States, or an adult who lacks a mastery of basic educational skills that will enable him/her to function effectively in U.S. society. Intermediate ABE includes grades 6 through 8.9. This term does **not** apply to foreign-born adults with limited English proficiency.

2.B. "**INTERMEDIATE ESL**" - instruction designed for an adult who has some competence in communicating in English. Instruction in reading and writing is integrated with ongoing development of speaking and listening skills.

3. "**ADVANCED ESL**" - instruction designed for an adult who is able to communicate in English but who needs instruction in usage. At this level emphasis is placed on idioms, language for specific purposes, and grammatical structure. Reading and writing instruction is integrated with speaking and listening.

4. "**ADULT HIGH SCHOOL**" - instruction designed for an adult who is literate and can function in everyday life, but is not proficient. Adult secondary education includes grades 9 through 12.9. These adults are pursuing a North Carolina public school diploma through an approved adult high school program.

5. "**GED**" - instruction designed for an adult who is literate and can function in everyday life, but is not proficient. GED includes grades 9 through 12.9. These adults are pursuing a North Carolina High School Diploma Equivalency through the General Educational Development Program.

6. "**CED**" - Compensatory Education is a community college program designed specifically for mentally retarded adults. It is a program which includes lessons in math, social science, community living, consumer education, health and vocational education. The purpose of the program is to provide instruction for adults with documented mental retardation who may benefit from the program. These adults may not have attended public schools, attended on a limited basis, or who simply need additional educational opportunities after leaving public school.

Population Groups

The racial/ethnic designations do not denote scientific definitions of anthropological origins. For the purpose of the report, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

"AMERICAN INDIAN OR ALASKAN NATIVE" - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

"ASIA OR PACIFIC ISLANDER" - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

"BLACK, NOT OF HISPANIC ORIGIN" - A person having origins in any of the Black racial groups of Africa, but not of Hispanic culture or origin.

"HISPANIC" - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

"WHITE, NOT OF HISPANIC ORIGIN" - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic culture or origin.

TABLE 2. Provides a profile of participants **(unduplicated count)** by age, population group, and sex. A participant's age is the age attained at the time of the first class attended during the program year. The total number of participants must equal the total reported in TABLE 1.

TABLE 3. Combines data on starting levels, completions, participant progress, and separations. Column (B), Number Started at Each Level, should agree exactly with the entries in column (L) of TABLE 1. The sum of columns (C), (D), and (E) of TABLE 3 should equal column (B) of TABLE 3; column (F) is a subset of column (C).

TABLE 4. Shows the number of participants leaving the program during the reporting period before completing their objectives, and their reasons for separation. Numbers of participants by reasons for separation may be a duplicated count.

TABLE 5. Provides a profile of participants by a variety of demographic variables. The figures reported on this table will be duplicated and should reflect the status of the participant at the beginning of this reporting period or upon initial entrance into the program during the reporting period.

For the purposes of this report the following definitions should be used:

Status of Participants

1. **"DISABLED ADULTS"** - persons who are sixteen years of age and older with any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. This definition includes adults who are alcohol and drug abusers, mentally retarded, hearing-impaired, deaf, speech-impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impairments, and adults with specific learning disabilities.

2. **"ADULTS IN RURAL AREAS"** - adult residents of places of less than 2,500 inhabitants and outside urbanized areas. An urbanized area includes a population of 50,000 or more in a city plus the adjacent areas of high density.

3. **"ADULTS IN URBAN AREAS WITH HIGH RATES OF UNEMPLOYMENT"** - adult residents of an urban area (i.e., 50,000 or more population) which is classified as a "labor surplus area" by the U.S. Department of Labor.

4. **"IMMIGRANT ADULTS"** - adult refugees admitted or paroled into the U.S. and adult aliens not classified as nonimmigrants under the provisions of the Immigration and Nationality Act, as amended.

5. **"ELIGIBLE LEGALIZED ALIENS"** - adult aliens whose status has been adjusted to lawful temporary resident under section 245A, 210, or 210a of the Immigration and Nationality Act, beginning on the effective date of such adjustment as established by the Immigration and Naturalization Services, and continuing until the end of the five-year period beginning on the effective date of such adjustment, provided that during that time the alien remains in lawful temporary or permanent resident status granted under the Act.

6. **"LIMITED ENGLISH SPEAKING ADULTS"** - adults who have limited or no proficiency in the English language.

7. **"HOMELESS ADULTS"** - adults lacking a fixed, regular, and adequate nighttime residence or an adult having a primary nighttime residence that is (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (2) an institution that provides a temporary

residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless adult" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

8. **"ADULTS IN CORRECTIONAL FACILITIES"** - adults who are inmates in any prison, jail reformatory, work farm, detention center, or halfway house, community-based rehabilitation center, or any other similar Federal, State, or local institution designed for the confinement or rehabilitation of criminal offenders.

9. **"OTHER INSTITUTIONALIZED ADULTS"** - adults who are patients or residents of a medical or special institution.

10. **"EMPLOYED ADULTS"** - adults who did any work at all as paid employees or in their own business or profession, or on their own farms or who worked 15 hours or more per week as unpaid workers on a farm or in a business operated by a member of the family, and persons who were not working but who had jobs or businesses from which they were temporarily absent.

11. **"UNEMPLOYED ADULTS"** - adults who were not working but were looking for a job and were available for work. This includes persons who were waiting to be called back to a job. This does not include persons who are not available for work.

12. **"ADULTS ON PUBLIC ASSISTANCE"** - adults who receive financial assistance from Federal, State, and/or local programs, such as Aid For Dependent Children, old-age assistance, general assistance, and aid to the blind or totally disabled. Unless Social Security recipients are also receiving old-age assistance or other forms of public assistance, they should not be included in this category.

13. **"HEADS OF HOUSEHOLD"** - a single individual, a widow, a widower, or a divorced individual who maintains a household which constitutes the principal place of abode for himself, herself, or his or her closely related dependent(s).

TABLE 6. Reports information of participant achievements. Participants who have several achievements may be listed more than once.

Line 11 - Gained employment.

Record employment gained for those unemployed participants whose completion of, or participation in, a literacy or skills improvement program is related to an employment/personal goal of the learner.

Line 12 - Secured employment retention or obtained job advancement.

Record employment retention or job advancement for those employed participants whose completion of, or participation in, a literacy or skills improvement program is related to an employment/personal goal of the learner. This relates to meeting the needs for skill improvement as recognized by the participant or by an employer.

Other participant achievements are self-explanatory.

TABLE 7. Shows where participants attended classes and the number of day and evening classes by the type of instructional setting.

Location of Class

1. **"SCHOOL BUILDING"** may be either public or private.

2. "OTHER LOCATIONS"

A. **"LEARNING CENTER"** is an adult instructional setting that features (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, and (3) being open for extended periods of time and on a daily basis, e.g., 9:00 a.m. to 5:00 p.m. In cases where learning centers are found in any of the types of locations listed, participants should be counted as attending learning centers--not the other types.

B. **"CORRECTIONAL INSTITUTION"** is a Federal, State, or local institution to which youth 16 years of age or older and/or adults are committed for the correction of inappropriate patterns of social behavior. Inmates are the only participants to be included in this category.

C. **"STATE/LOCAL INSTITUTION FOR THE DISABLED"** may include a hospital or other treatment, confinement or rehabilitative center for any physically or mentally impaired adults.

D. **"WORK SITE"** may be public or private, as long as it is an operating place of employment for the participants. If employees of correctional institutions or State/local institutions for the disabled are instructed at their respective job locations, they would be counted under the "Work Site" category.

E. **"LIBRARY"** means a public library. If the library is in a school building, work site, or another of the listed locations, do not count the location under the "Library" category.

F. **"COMMUNITY-BASED ORGANIZATION CENTER"** is the center of an organization that is representative of the community or significant segments of the community and is controlled by members of the community it serves.

G. **"HOME OR HOMEBASED"** is a private residence in which instruction is provided by an instructor or paraprofessional, usually at the home of a student(s).

H. **"CHURCHES"** self-explanatory.

I. **"ADAP CENTER"** is a day program which provides organized developmental activities for mentally retarded and physically disabled adults to prepare the individual to live as independently as possible.

J. **"SHELTERED WORKSHOP"** is a rehabilitation facility which provides evaluation, training and work experience for persons with handicapping conditions.

K. **"GROUP HOME"** is a small community residential program for mentally retarded or otherwise developmentally disabled adults. Residents of these homes receive services provided on a developmental model designed to promote independence. A group home may be licensed as a family care home, group home for developmentally disabled adults, mental health facility or as a similar facility.

H. **"Other"** includes those that do not fit into one of the above categories. Homeless and storefront locations are among those that would generally fall into this category.

3. The total number of participants is an unduplicated count and should equal the total number reported for column (L) in Tables 1 and 2.

TABLE 8. Requires data on number of paid and volunteer personnel who are part-time and full-time personnel for five different personnel categories (part-time and full-time as defined by the state). Each employee should be placed in the personnel category where

he/she does most of his/her work. If a person performs more than one staff function, report that person one time only, in the staff function in which most of his/her time is spent. If a position is vacated and subsequently filled during the report period, report the position once.

In column (B), count one time only each part-time employee of the program administered under the Adult Literacy Education State Plan who is being paid out of Federal, State, and/or local education funds.

In column (C), count one time only each full-time employee of the program administered under the Adult Literacy Education State Plan who is being paid out of Federal, State, and/or local adult education funds.

In column (D), count one time only all part-time and full-time volunteers (persons who were **not paid**) who served in the program administered under the Adult Literacy Education State Plan.

For the purpose of this report, the following definitions should be used:

2. **"ADMINISTRATIVE/SUPERVISORY/ANCILLARY/SERVICES PERSONNEL"** - those professionals who are responsible for the management, administration, and supervision of programs, and ancillary services personnel who are responsible for services such as evaluation, instructor development, dissemination, and curriculum development.

3. **"INSTRUCTORS"** - staff who instruct students.

4. **"ASSESSMENT/RETENTION SPECIALISTS"** - staff assigned to develop and implement a retention plan and a system to collect,

analyze, and disseminate data relating to literacy skills programs inclusive of but not limited to enrollment, testing, attrition, retention and evaluation of student progress.

5. **"RECRUITERS"** - staff assigned to perform activities to increase the enrollment of students in the literacy programs.

6. **"COUNSELORS"** - staff assigned to perform the activities of assisting adult learners and of assisting instructors to assist learners in making personal plans, choices, and decisions in relation to education, career, and personal development.

7. **"PARAPROFESSIONALS"** - staff who work alongside and assist professional staff members but do not have full professional status, e.g., instructor/classroom aides and teaching assistants.

TABLE 9. Provides information on the sources of student referrals. This information is important to the recruitment efforts at both the state and local levels. The number of participants by type of referral may be a duplicated count.

TABLE 10. Shows the number of participants who needed services, other than literacy training, upon or after entering the program. This information is vital to document request for funding of additional student services at the state and local levels. The figures reported may be a duplicated count.

TABLE 11. Shows the number of participants by the services provided during the program year. The figures reported may be a duplicated count.

TABLE 12. Enter the number of participants by the programs/agencies they were referred to during the program year. The figures reported may be a duplicated count. This information will document the partnerships established between programs/agencies.

NORTH CAROLINA STATE
BOARD OF COMMUNITY COLLEGES
200 WEST JONES STREET
RALEIGH, NC 27603-1337

Applicants must complete and sign in presence of a duly appointed GED Examiner

Application for admission to General Educational Development (GED) Examination and Application for High School Diploma Equivalency

1. ☐☐☐-☐☐-☐☐☐☐ Social Security Number or ☐ check box if no SSN 2. ☐☐☐-☐☐☐☐☐☐☐ Telephone Number

3. ______________ Last Name ______________ First Name ______________ Middle Name

4. ______________ Present Street Address 5. ______________ City

6. ☐☐ State 7. ☐☐☐☐☐-☐☐☐☐ Zip 8. ______________ County 9. ☐☐ Month ☐☐ Day ☐☐ Year (Date of Birth) 10. ☐☐ Age

11. ☐ Sex: M - Male F - Female

12. ☐ Ethnic Origin: 1 - White, 2 - Black, 3 - Hispanic, 4 - American Indian, 5 - Asian, 6 - Other

13. ☐☐ Enter highest grade of school completed (08, 09, 10,etc.)
Date last attended ☐☐ Month ☐☐ Year (Example: 11, 60)

14. ☐ Are you a resident of North Carolina? Y - Yes, N - No

15. ☐ Have you taken all or part of the GED tests before? Y - Yes, N - No

16. ☐ Purpose for taking GED: 1 - Further education and/or job training, 2 - Job requirement, 3 - Job Promotion, 4 - Personal Satisfaction, 5 - Other.

17. Were you enrolled in any of the following programs (mark X for all that apply)
☐ 1 - GED Classes, ☐ 2 - Adult High School classes, ☐ 3 - Human Resource (HRD),
☐ 4 - Learning Center Study, ☐ 5 - Adult Basic Education (ABE), ☐ 6 - UNC Public TV,
☐ 7 - Newspaper (GED Lessons) ☐ 8 - Other, ☐ 9 - None.

18. About how many hours of classroom instruction did you receive to prepare yourself to take the GED tests? ☐☐☐ (0-999, if none put 0)

19. About how many hours of study did you do on your own to prepare yourself to take the GED tests (do NOT count classroom instruction)? ☐☐☐ hours (0-999, if none, put 0).

20. Your scores (but not your name) will be used for statistical purposes and/or as a basis for improving and evaluating the GED program. If you object to this, notify the examiner.

21. I hereby certify that the above information is correct and true to the best of my knowledge and belief and I agree to abide by the policies and practices of the North Carolina State Board of Community Colleges regarding GED testing. (SIGN, DO NOT PRINT)

Date ______________ Signature of Applicant ______________

DCC 9-8
May '91

BEST COPY AVAILABLE

TO BE USED BY GED EXAMINER ONLY

****

1. ☐ Administrative Hold (Y - yes, N - No). If yes, reason: ____________________

.. The examinee was: (mark X for all that apply)

☐ 1-Granted extended testing time.
☐ 2-Permitted to use special reading or optical devices.
☐ 3-Permitted variations in standard answer recording methods.
☐ 4-Tested using other adaptations to standard conditions.
☐ 5-None of the above.

3. Handicapped: (mark X for all that apply)

☐ 1-Visually impaired
☐ 2-Hard of hearing
☐ 3-Deaf
☐ 4-Orthopedic disability
☐ 5-Speech/Language impaired
☐ 6-Other health impaired or multiple handicapped
☐ 7-None of the above

4. ☐ Type of candidate: 1 - Regular, 2 - Military, 3 - Inmate, 4 - Workplace literacy, 5 - Family literacy, 6 - Foreign student

5. ☐ If Candidate is less than 18, he must be either: 1 - Emancipated minor, 2 - Drop out/Referral, 3 - Other (If other, specify ____________________)

6. ☐☐☐ Test Center ID Number

7. ☐ Test Language: E - English, S - Spanish, F - French

. ☐ If retesting when previously qualified for a diploma, what is the reason? 1 - Job, 2 - Post-secondary education 3 - Other (If other, specify ____________________)

9. ☐ Special Testing needs: 1 - Audio, 2 - Braille, 3 - Large print, 4 - Regular

10. OFFICIAL REPORT OF TEST RESULTS: (Report all scores not previously sent to DCC)

		Form	Standard/Percentile Score	Standard/Percentile Rank	Date Month	Date Day	Date Year
Writing Skills	Test 1	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐☐☐
Social Studies	Test 2	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐☐☐
Science	Test 3	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐☐☐
Literature & Arts	Test 4	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐☐☐
Mathematics	Test 5	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐☐☐

11. Essay Topic ☐ Essay Score ☐☐ Off Topic ☐ (Y - Yes, N - No)

12. CERTIFICATE OF IDENTIFICATION

I hereby certify that this applicant has been identified to be the person named on this application, that the applicant is eligible to take the GED tests, and that the test scores are those of the applicant.

Signature of GED Examiner/Official ____________________

Official Title ____________________

Institution/Address ____________________

____

Date ____________________

QUARTERLY REPORT
DIPLOMAS AWARDED
ADULT HIGH SCHOOL DIPLOMA PROGRAM

Return to: State Coordinator of Adult High School Programs
North Carolina Department of Community Colleges
Caswell Building
200 W. Jones Street
Raleigh, NC 27603-1337

____
Name of College

____
Quarter Being Reported
(Summer, Fall, Winter, Spring)

Fiscal Year 19___ - 19___

The principal purpose of the report is to acquire information to be used in computing the allocation of incentive funds on the basis of the number of Diplomas awarded, to publish reports, and to respond to inquiries. A signed copy of the report with a list of those individuals awarded a diploma by name and social security number should reach the State Coordinator within 30 days or as soon as possible following the end of the quarter. Type or write in the names on the reverse side of this form. Use a continuation sheet if necessary.

Number of Adult High School diplomas awarded ______

This report is for those students who completed the Adult High School Diploma program and were awarded an adult high school diploma. When totaling the four quarterly reports, the number should be the total for the fiscal year and be consistent with what is reported in the annual literacy report. A list of those individuals awarded a diploma should be kept on file for audit purposes.

____
Report by Program Director

____
Attested by President

____
Date

____
Date

DCC 9-10
Rev. 7-89

NAME **SOCIAL SECURITY NUMBER**
Last Name, First, MI

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To: State GED Administrator
Department of Community Colleges
200 West Jones Street
Caswell Building
Raleigh, NC 27603-1337

Date:

I recommend that ______________________________ be authorized to serve as (check one):

________ Chief Examiner

________ Alternate Examiners

at the following test center:

Center ID #: ______________________________

Name of Center: ______________________________

Address: ______________________________

____

Telephone #: ______________________________

Reason for requesting authorization (check one):

________ The candidate is replacing ____________________.

________ The candidate is an addition to the current staff.

The candidate meets or exceeds the qualifications necessary to perform the duties as outlined under Section 4.51 of the GED Examiner's Manual.

________ Holds college degree or equivalent background and

________ Not involved in instruction or preparation for GED Test.

____
President's Signature

____
Name of Community College

Visiting Artist End-of-the-Year Report

_________________ Fiscal Year 19__________ _________________

Art Form Community College

Your cooperation in providing the information requested below will help us to maintain and improve the North Carolina Visiting Artist Program.

I. NUMBERS

A. ________number of presentations (performances, exhibitions, workshops, etc.)

x . hraverage program length (% of hour)

=________(subtotal)

x______number of people served (audience, gallery attendance, school populations)

=________CONTACT HOURS

B. ________number of presentations (performances, exhibitions, workshops, etc.)

x . hraverage preparation time (% of hour) [Include rehearsal, studio and research time, set-up and breakdown of equipment, etc.]

=________PREPARATION HOURS

C. Please describe any special projects you have been involved in that lie outside the scope of daily programs (exchanges, etc.). Indicate the nature of the project(s); amount of time required in preparation (studio, rehearsal, promotional and/or committee time) and the population served.

D. DEMOGRAPHICS: please give us a breakdown of your total audience figure in the categories outlined below

Pre-School & Elementary	Middle School	High School	College	Adult	Special Populations	Senior Citizens

over please

DCC-9-11

II. WORDS

A. Please give us a brief description of some of your representative presentation(s). Indicate if they are geared to specific audiences (K-3, senior citizens, etc.)

B. Please describe your on-campus activities. (Have you met and given presentations for the trustees, faculty and staff?. Have you been able to integrate your art form in the classes and curriculum of your college? In what courses of study?, etc.)

C. What professional development activities have you engaged in this year? Include special workshops, conferences, research, exhibitions or performances that may have heightened your professional skills or visibility.

D. Please consider what you believe to be the strengths and weaknesses of the Visiting Artist Program. Do you have suggestions for strengthening the program or topics you would like to see addressed at future conferences?

Visiting Artist Date Visiting Artist Coor.
Date

III. ATTACHMENTS

A. Please attach (two) representative letters of response from members of your community.

B. Please attach a copy of your end-of-the-year budget.

C. If other funds were required for your local program, please indicate their sources and use.

-Thank You-

VISITING ARTIST PROGRAM EVALUATION
1990-91
Visiting Artist Coordinator

Artist Name ______________________ College ______________________

Please answer each question by marking the appropriate response. Support your answers with additional comments in remaining space if you desire. Please use accurate figures when requested.

1. At the present time, applicants to the Visiting Artist Program are first screened by the North carolina Arts Council and then placed on a list which is made available to community colleges. Contact with the artists is then the responsibility of the colleges. From your standpoint, how satisfactory is this system for placing visiting artists?

_____ needs to be revised

_____ is adequate but needs improvement

_____ is satisfactory

Comments: ____

____

____

2. How effective is the mechanism used by your college to select visiting artists?

_____ not effective

_____ effective but could be improved

_____ very effective

Other: ____

3. How involved were administrators in the development of a work plan for visiting artists?

_____ not very involved

_____ involved to some extent

_____ very involved

Other: ____

DCC 9-12

4. Were the objectives of the visiting artist's work plan met during residency?

____ few objectives were met

____ some objectives were met

____ most objectives were met

Did you allow the visiting artist professional development time? ____

Comments: ______________________________

____

____

5. How effective was the visiting artist in presenting his/her programs to school groups? How many school children did the artist reach? ____

____ failed to hold audience attention; gave little or no explanation of background of his/her art

____ was well received; always presented interesting and informative explanation of principles and background of his/her art

Comments: ______________________________

____

____

6. How effective was the visiting artist in presenting his/her program to the community?

____ how many people in the community did he/she reach (Be as accurate as possible.)

____ failed to hold audience attention; gave little or no explanation of background of his/her art

____ was well received; always presented interesting and informative explanation of principles and background of his/her art

Comments: ______________________________

____

____

7. How effective was the visiting artist's involvement with the community?

_____ very involved

_____ little involvement

_____ no involvement other than performances

Comments: ____

____

____

8. Based on the time you spent directly with the artist or working on his/her behalf, how high a priority was assigned to the visiting artist's residency by you, the coordinator?

_____ not given very high priority

_____ seldom worked with artist

_____ given very high priority

Comments: ____

____

____

9. How would you rate your effectiveness in assisting the visiting artist in finding housing and in providing necessary supplies, publicity, scheduling, etc.?

Comments: ____

____

____

10. How accessible and helpful was the North Carolina Arts Council in providing you assistance in the selection process of your visiting artist?

_____ not very helpful

_____ some help but could be improved

_____ very helpful

_____ never asked to help

Comments: ____

____

____

11. How accessible and helpful was the Department of Community Colleges in assisting with problems during the visiting artist residence?

_____ not very helpful

_____ helpful to some extent

_____ very helpful

_____ never needed assistance

Comments: ____

____

____

12. Overall, how would you assess the quality and visibility of the visiting artist residency in your college last year?

_____ not good

_____ average

_____ very high

Comments: ____

____

____

13. In your opinion, are the fall orientation and spring conferences important and informative components of the Visiting Artist Program?

_____ not important; should be discontinued

_____ important

_____ very important; conferences should remain a high priority

350

Comments: ____

____

____

Suggested topics for conferences: ______________________

____

____

14. Did you conduct a performance evaluation of your visiting artist this year?

_____ yes

_____ no

15. How has your college benefited from participating in the Visiting Artist Program?

____

____

16. Please list the most outstanding accomplishments made by your artist this year.

____

____

17. Are there specific program or procedural changes which, if made, could improve the visiting artist residency?

____

____

18. Did your artist participate in exchanges and statewide performances?

____

19. Please list the exact amounts of funds spent on your artist in these areas:

1. __________ salary
2. __________ travel
3. __________ supplies/materials
4. __________ exchanges
5. __________ other

____
President's Signature

____
Coordinator's Signature

DCC 9-12

Please complete this form and return it as soon as possible to:

Mr. Bobby L. Anderson, Director of Basic Skills
and Coordinator of the Visiting Artist Program
Caswell Building
200 W. Jones Street
Raleigh, NC 27603-1337

Attachment I

REQUEST FOR APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO "CAPTIVE" OR "CO-OPTED" (IMMURED) GROUPS

CURRICULUM ☐ EXTENSION ☐

1. Institution ______________________________

2. Group to be Instructed:

   ____Correctional System Inmates
   ____Residents of Rest or Nursing Homes
   ____Clients of Sheltered Workshops
   ____Residents of Alcoholic Rehabilitation Centers
   ____Residents of Mental Retardation
   ____Military Personnel on Base
   ____In-Patients in Mental Hospitals

3. Curriculum

   Code Number ________ Title ______________________________

   (Attach to this form a list of curriculum courses to support the above code number and title; please include course number, course title, and credit hours per course.)

4. Extension Courses (Attach Course Plan)

   a. Academic: Course Title ______________________________
      Course Number ______________________________
   b. Occupational: Course Title ______________________________
      Course Number ______________________________
   c. Other: Course Title ______________________________
      Course Number ______________________________
   d. Length of Instruction:
      (1) Length of each class meeting in hours: ______________
      (2) Number of weekly class meetings: ______________
      (3) Total hours of instruction for the course: ______________
   e. Length of comparable course offering in institutional or community setting: ______________

5. Approved by the local Board of Trustees:

______________________________ ______________________________
President Chairman, Board of Trustees

DCC 9-14
July, 1981
(Revised)

INSTRUCTIONS FOR COMPLETING FORM DCC 9-14

A. One Form DCC 9-14 should be completed for each different curriculum or each different extension course for offering to each category of immured groups.

B. Curriculum programs/courses and extension courses offered to "captive" or "co-opted" (immured) groups shall be implemented in accordance with criteria approved by the State Board of Community Colleges on April 9, 1981, and contained in Memo CC-81-97, May 28, 1981.

C. Extension courses should be classified in accordance with the list of courses contained in the current Extension Course Numbering System.

D. Indicate whether curriculum programs/courses or extension courses by checking the appropriate block on the application form.

E. An institution desiring to offer an occupational curriculum must be approved by the State Board of Community Colleges to offer that given curriculum program.

F. For extension courses, there must be a course plan, including outline, with specific learning objectives stated, and an evaluation method by which the student's progress is measured.

G. Reporting System Requirements:

The following system will be used by each institution to report classes providing instruction to "captive" and "co-opted" (immured) groups on the Institution's Class Report, Form SS-1.

When classes for immured groups are reported on the SS-1 form, the type of immured group being instructed will be designated by affixing one of the following codes in the first position of the course number:

A - Alcoholic Rehabilitation Residents

I - In-Patients in Mental Hospitals

M - Military

N - Rest and Nursing Homes

P - Prisons (Correctional System Inmates)

R - Mental Retardation

S - Sheltered Workshops

Example: BUS P3001

To maintain consistency between the course approval system and the FTE reporting systems, it is necessary that each course prefix and number be included in both the course approval and FTE reporting systems.

REQUEST FOR CONTINUING EDUCATION COURSE PLACEMENT FOR CHANGE IN COURSE CATEGORY

Institution: ______________________________ Date: ____________

Request Completed By: ______________________________________

Request that the following course be changed in course category- Avocational to Occupational and vice-versa:

1. Current Course Title, Program Code, Prefix, and Course Number

   ____
   (Title) (Program Code) (Prefix) (Number)

2. Suggested Course Title ______________________________

3. Suggested Program Code __________ Prefix __________ Number __________

4. Special or Target Population to be served ______________________

   ____

5. Suggested Course Placement: (Check One)
   - ☐ Preparatory or Developmental Course
   - ☐ Occupational Extension Course
   - ☐ Academic Extension Course
   - ☐ Practical Skills Course
   - ☐ Avocational Course
   - ☐ Self-Supporting Course

(To assist in proper course placement, please refer to NCAC 2E.0101(b) as adopted by the State Board on July 8, 1982.)

Approved: ______________________________
Institutional President

State Office Use and Approval Section

---

1. Title ☐ Approved ☐ Recommended Change

   ____

2. Course Prefix and Number ☐ Approved

   ☐ Recommended Change ______________________________

3. Course Placement ☐ Approved

   ☐ Recommended Change ______________________________

4. Program Code ______________________________

Approved ______________________________ Date ____________

DCC 9-26
July '84

REQUEST FOR A CHANGE IN COURSE CATEGORY
(Avocational to Occupational and Vice-Versa)

1. Rationale for Change in Course Category:

2. Brief Course Description:

3. Identify Opportunities for employment (If Occupational):

4. Length of instruction based upon purpose, objective(s) and content:
    a. Length of each class meeting in hours:
    b. Number of weekly class meeting:
    c. Total hours of instruction for the course:

5. Attach one copy of the course plan, including outline, with specific learning objectives stated and an evaluation method by which the student's progress is measured.

Note: Please mail two (2) copies of this form to the Director of Continuing Education Services, Department of Community Colleges, Raleigh, North Carolina 27611. One copy will be returned for your use. Requested changes must be received by the first of each month to be submitted to the Board for action the following month.

DCC 9-26
July '84

REQUEST FOR CONTINUING EDUCATION COURSE PLACEMENT FOR COURSES NEW TO THE SYSTEM

Institution:____ Date:______________

Request Completed By:____

Request that the following new course be included in the Continuing Education Course Numbering System:

1. Suggested Course Title____

2. Suggested Program Code___________ Prefix___________ Number___________

3. Special or Target Population to be served_____________________________

____

4. Suggested Course Placement: (Check One)

   ☐ Preparatory or Developmental Course

   ☐ Occupational Extension Course

   ☐ Academic Extension Course

   ☐ Practical Skills Course

   ☐ Avocational Course

   ☐ Self-Supporting Course

(To assist in proper course placement, please refer to NCAC 2E.0101 (b) as adopted by the State Board on July 8, 1982.)

Approved:____
Institutional President

State Office Use and Approval Section

---

1. Title ☐ Approved ☐ Recommended Change

____

2. Course Prefix and Number ☐ Approved

   ☐ Recommended Change____

3. Course Placement ☐ Approved

   ☐ Recommended Change____

4. Program Code____

Approved____ Date______________

DCC 9-27
July '84

REQUEST FOR A NEW COURSE FOR THE SYSTEM

1. Rationale for New Course:

2. Brief Course Description:

3. Identify Opportunities for employment (If Occupational):

4. Length of instruction based upon purpose, objective(s) and content:

   a. Length of each class meeting in hours:

   b. Number of weekly class meeting:

   c. Total hours of instruction for the course:

5. Attach one copy of the course plan, including outline, with specific learning objectives stated, and an evaluation method by which the student's progress is measured.

Note: Please mail two (2) copies of this form to the Director of Continuing Education Services, Department of Community Colleges, Raleigh, North Carolina 27611. One copy will be returned for your use. Requested changes must be received by the first of each month to be submitted to the Board for action the following month.

DCC 9-27
July '84

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
DIVISION OF PROGRAM SERVICES

BASIC SKILLS PROGRAM MONITORING CHECKLIST

Program Name/Person Interviewed

Name of Person Completing This Report Date of Visit

INSTRUCTIONS: Judge each item by checking the appropriate column at right. Complete this checklist during each regular program visit.

CURRICULUM	IN PROCESS	GOOD	FAIR	POOR
1. Materials are appropriate for adult learners.				
2. A variety of materials is available.				
3. A variety of teaching methods is used.				

COMMENTS:

SUPPORT SERVICES	////////	////	////	////
COUNSELING				
4. There is an orientation for new students.				
5. There are resources for counseling students.				
6. There are resources for assisting students in job placement and referral.				
7. Information on continuing educational opportunities is available for students.				

(See Sections II D and V A,D of application)
COMMENTS:

	IN PROCESS	GOOD	FAIR	POOR
FOLLOW-UP				
8. There is follow-up on dropouts.				
9. There is follow-up on completers.				

COMMENTS:

TRANSPORTATION AND CHILD CARE

10. Support services such as transportation and child care available.				

(See Section V C of application)
COMMENTS:

RECRUITMENT

11. Recruitment methods and procedures are implemented as planned.				

(See Section II C,III A of application)
COMMENTS:

ASSESSMENT AND RETENTION

12. Assessment and retention methods and procedures are implemented as planned.				

(See Sections II D,E of application)
COMMENTS:

	IN PROCESS	GOOD	FAIR	POOR
VOLUNTEERS				
13. Volunteers, tutors, and aides are utilized in the program.				
(See Sections III B,C,D) COMMENTS:				
RECORDS	////////	////	////	////
14. A student file contains all personal data, testing data, and counseling information.				
15. Accurate attendance records are maintained.				
16. Follow-up data are recorded in student files.				
COMMENTS:				
CONVENIENT FACILITIES	////////	////	////	////
17. Classes are in convenient locations.				
18. Class times are convenient.				
(See sections IV C,H of application) COMMENTS:				
PROGRAM IMPROVEMENT AND STAFF DEVELOPMENT	////////	////	////	////
PROGRAM ASSESSMENT				
19. There is an annual assessment of the program.				
(See sections II F,G,H of application) COMMENTS:				

	IN PROGRESS	GOOD	FAIR	POOR
COMMUNITY INVOLVEMENT				
20. The program has established working relationships with other community agencies, including business and industry.				
21. The Participatory Planning Committee is functioning satisfactorily.				

(See sections III D,E and IV D,G,J)
COMMENTS:

STAFF DEVELOPMENT

22. Local staff help to plan staff development.				
23. The staff participate in a minimum of 10 hours of staff development.				
24. Staff participate in the statewide staff development program				

(See section IV A of application)
COMMENTS:

ADMINISTRATIVE EFFICIENCY	////////	////	////	////
25. Reports are submitted on time and according to procedures.				
26. Records are available and easily accessible.				

COMMENTS:

	GOALS AND OBJECTIVES	////////	////	////	////
27.	The overall goals established for this program were met.				
28.	The goals for correctional and other institutionalized adults were met.				
29.	Programs for specialized groups were established.				
30.	The staff needs identified were met.				

(See Sections II A,B,III F,IV E,V B of application)

COMMENTS:

SUMMARY

Upon completion of all sections of the checklist for this program, address the following areas. Additional pages may be attached as needed.

A. PROGRAM STRENGTHS

B. PROGRAM WEAKNESSES

C. PROBLEM AREAS FOR FOLLOW-UP

D. RECOMMENDATIONS FOR IMPROVEMENT

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
Division of Program Services
Basic Skills
Caswell Building
Raleigh, North Carolina 27603-1337

1991-92
BASIC SKILLS PLAN AND APPLICATION *
(Inclusive of ABE, GED, AHS, CED, and ESL)

____
COLLEGE, AGENCY/ORGANIZATION NAME

______________________________ / ______________
PERSON(S) COMPLETING THIS APPLICATION DATE OF APPLICATION

INSTRUCTIONS: Respond to each question and mail to the Director of Basic Skills no later than APRIL 30.

I. POPULATION NEEDS

A. How many adults, 16 years old and older, in your service area are eligible for ABE? __________ GED/AHS? __________ CED? __________
ESL? __________

B. How many undupl icated students do you propose to serve during 1991-92?

	ABE	GED	AHS	CED	ESL
. Number of returning students					
. Number of new students					
Total					
Percentage of planned increase over prior year.					

* Non-community college organizations applying for funding should respond to all questions as they pertain to their proposed ABE or ESL program and omit responses to GED, AHS, and CED.

II. *PROGRAM GOALS/OBJECTIVES, ASSESSMENT/RETENTION AND EVALUATION*

A. Identify program goals/objectives for ABE Level I (0-5), ABE Level II (6-8), GED, AHS, CED, and ESL. (Goals for each of the six programs need to be stated in measureable terms.)

B. Identify program goals/objectives for serving basic skills needs of correctional and other institutionalized adults.

C. Describe your plans for recruiting students (ABE, GED, AHS, ESL).

D. How will you assess students needs (ABE, GED, AHS, ESL)? (Describe specific methods to be used, citing names of any tests used; placement procedures; the role of the assessment/retention specialist in the process; and the kinds of counseling services available to all students in basic skills.)

E. What retention strategies are used to ensure that students remain in the programs until their objectives are met? Describe what strategies will be used by program staff to retain students in the program and what the assessment/retention specialist will do to enhance these efforts (ABE, GED, AHS, ESL).

F. Describe how student progress will be measured (ABE, GED, AHS, ESL).

G. How will your Basic Skills program be evaluated?

H. Explain how you plan to use both student and program evaluation results to improve program effectiveness.

III. *INSTRUCTIONAL SUPPORT*

A. What specific strategies will be utilized to ensure that educationally disadvantaged adults in grade levels (0-5) are being served (ABE only)?

B. How many volunteers were utilized in your program in 1990-91?
How many volunteers did you train in 1990-91?
How many volunteers do you anticipate training in 1991-92?

C. How many tutors and aides were used in 1990-91 to provide special needs instruction?
How many tutors and aides do you anticipate using in 1991-92?

D. To what extent will your program be involved with volunteer organizations in your service area?

E. To what extent will your program be involved with business and industry in your service area?

F. To what extent will your program provide education in basic skills education to homeless adults, migrant farmworkers and immigrants, and to families with pre-school age children in a setting where both parent and child can jointly enhance their skills?

IV. PROGRAM MANAGEMENT

A. Describe your plan for meeting the required 10 hours of instructional in-service training for basic skills staff (ABE, GED, AHS, CED, ESL).

B. Is there a minimum/maximum class size for ABE, GED, AHS, CED, ESL?

C. Describe how flexible class schedules will be available for students in ABE, GED, AHS, CED, ESL.

D. Please identify agencies/organizations involved in cooperative arrangements and describe their support activities which will enhance program operation.

E. Identify resources required to operate a basic skills program. (List separately the number of administrative staff, instructional staff, and support staff and the amount of funds required for each group. List the amount of funds required for instructional supplies/materials, staff training, and the estimated expenditure of funds for programs for correctional and other institutionalized adults.)

F. Please indicate salary range for full-time and part-time basic skills instructors.

G. Explain how the Participatory Planning Committee contributes to the basic skills effort. Attach a membership list and the category represented.

H. Indicate number of proposed locations of class sites. (List the number of proposed off-campus sites in business and industry, churches, prisons and other institutional settings, other off-campus locations, and the number of on-campus sites.)

I. What local or in-kind resources will be available to enhance or expand your program operation?

J. Please specify how you will coordinate your program with JTPA, Vocational Education, Vocational Rehabilitation, Handicapped, Indian Education, Higher Education, and the Domestic Volunteer Services programs to assure that there is not a duplication of programs and services.

V. SPECIAL ASSISTANCE/STUDENT SERVICES

A. Describe the educational/vocational counseling available for basic skills students.

B. List separately the number of full-time and part-time persons employed as counselors, recruiters, recruiter/counselor, and assessment/retention specialists.

C. How will needs for child care, transportation, and auxiliary aids and services be met?

D. Identify any other student services available to basic skills students.

VI. *SPECIAL REQUIREMENT FOR NON-COMMUNITY COLLEGE AGENCIES/ORGANIZATIONS*

A. The local community college in your area must be given the opportunity to comment on this application. Please indicate the meeting of this requirement by having the community college person involved affix their signature on your application.

B. Provide an assurance that all legal certifications are on file with the Department of Community Colleges.

VII. *APPROVALS*

A. Include the following certification statement on the plan:

> The plan, as submitted, constitutes the basis for the administration and operation of the basic skills program established pursuant to the Adult Education Act and regulations, the State Plan for Adult Literacy Education, and the State Board's policies, rules, and regulations.

B. Community college applications must be signed by the Vice President/Dean of Continuing Education, the President, and the Chairman of the Board of Trustees.

C. Non-community college applications must be signed by the Chief Executive Officer of the agency/organization.

APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO CORRECTIONAL SYSTEM INMATES

SIGNATURES:

Director of Prisons Department of Correction	Date
Educational Services Director Department of Correction	Date

For Extension Courses:

Vice President, Adult & Continuing Education Department of Community Colleges	Date

For Curriculum Programs/Courses:

Vice President, Programs Department of Community Colleges	Date

BEST COPY AVAILABLE

IMMURED APPROVAL PROCESS FOR CORRECTIONAL SYSTEM INMATES

1. The application and course outline are reviewed and signed by the DCC Institutional President, Chairman of the Board of Trustees, and the DOC Local Unit Superintendent.

2. Three copies of the application and course plan are forwarded to the DCC Director of Continuing Education (Extension) or to the DCC Director of Program Development Services (Curriculum) by the Institutional President.

3. Three copies of the application and appropriate course plans are then forwarded to the DOC Educational Services Director for recommendations regarding approval.

4. The DOC Educational Services Director reviews the application to determine appropriateness consistent with the Long-Range Plan and refers, with recommendations, to the DOC Educational Planning Board.

5. The DOC Educational Planning Board reviews and recommends action to the DOC Educational Services Director.

6. The Educational Services Director signs and forwards approval forms to the DOC Director of Prisons.

7. The Director of Prisons signs and forwards approval forms to appropriate DCC Staff.

8. Appropriate DCC staff reviews approval forms and prepares initial approval letters for the State President's signature. Copies of these letters will be sent to the DOC Educational Services Director. Upon receipt of this initial letter of approval, the institution is authorized to offer the immured program/courses.

9. Recommendations for course offerings are then submitted to the State Board of Community Colleges for final action.

10. Following State Board of Community Colleges' approval, a copy of the monthly report will be shared with:

    A. The DOC Educational Services Director who will share with Correctional Facilities Superintendents, Institution Heads and other personnel as appropriate.

    B. The DCC Institutional President who will share with Deans of Continuing Education and other personnel as appropriate.

REQUEST FOR APPROVAL FOR CURRICULUM PROGRAMS/COURSES AND EXTENSION COURSES TO BE OFFERED TO CORRECTIONAL SYSTEM INMATES

CURRICULUM ☐ EXTENSION ☐

1. Community College Institution ____________________

2. Name and Location of Prison Unit ____________________

3. Curriculum: Title ____________________ Code Number ____________
Attach a complete curriculum per format in compliance with curriculum standards (Appendix E Curriculum Standards Manual).

4. Extension Courses (Attach Course Plan)

   a. **Academic:** Course Title ____________________
   Course Number ____________________

   b. **Avocational:** Course Title ____________________
   Course Number ____________________

   c. **Occupational:** Course Title ____________________
   Course Number ____________________

   d. **Practical Skills:** Course Title ____________________
   Course Number ____________________

   e. **Other:** Course Title ____________________
   Course Number ____________________

   f. Length of Instruction:

      (1) Length of each class meeting in hours: ____________
      (2) Number of weekly class meetings: ____________
      (3) Total hours of instruction for the course: ____________

   g. Length of comparable course offering in institutional/community setting: ____________

5. Approved by the local President, Board of Trustees, and Local Unit Superintendent

____________________ PRESIDENT

____________________ CHAIRMAN, BOARD OF TRUSTEES

____________________ LOCAL UNIT SUPERINTENDENT

DCC 9-33
July 1988

INSTRUCTIONS FOR COMPLETING FORM DCC 9-33

A. Three copies of Form DCC 9-33 should be completed for each different curriculum or each different extension course for offering in each correctional institution.

B. Curriculum programs/courses and extension courses offered to correctional system inmates shall be implemented in accordance with criteria approved by the State Board of Community Colleges on April 9, 1981, and contained in Memo CC-81-97, May 28, 1981.

C. Extension courses should be classified in accordance with the list of courses in the current Extension Course Numbering System.

D. Indicate whether curriculum programs/courses or extension courses by checking the appropriate block on the application form.

E. An institution that desires to offer an occupational curriculum must submit (or have on file with the department) a curriculum that complies with the appropriate curriculum standard. Submit these forms to the Vice President for Program Services. Approval of the request by the State Board of Community Colleges shall constitute approval to offer the curriculum/course in the designated correctional institution only.

F. For extension courses, there must be a course plan, including an outline, with specific learning objectives stated, and an evaluation method by which the student's progress is measured.

G. Reporting System Requirements:

The following system will be used by each institution to report classes providing instruction to "captive" and "co-opted" (immured) groups on the Institution's Class Report, Form SS-1.

When classes for immured groups are reported on the SS-1 Form, designate by affixing the following code *P - Prisons (Correctional System Inmates)* in the first position of the course number. (For example, BUS P3001).

To maintain consistency between the course approval system and the FTE reporting system, it is necessary that each course prefix and number be included in both the course approval and FTE reporting systems.

Attachment II

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
Division of Adult and Continuing Education
Continuing Education Services
Raleigh, North Carolina 27603-1337

COMMUNITY SERVICE PROGRAM PLAN

____
Institution Name

__________________________ ________________
Person(s) Completing This Plan Date Submitted

1. Describe the planned use of community service funds to implement academic, avocational, and practical skills courses for:

   A. General Public

   B. Immured Groups

   C. Senior Citizens

-OVER-

DCC 9-34
Aug. '88

II. Describe the planned use of community service funds for cultural and civic activities.

III. Describe the administrative support to be provided for Community Service Extension Courses.

APPROVED BY:

Vice President/Dean
of Continuing Education ______________________________ Date

President ______________________________ Date

Chairman of the Board
of Trustees ______________________________ Date

Vice President of Adult
and Continuing Education
Department of Community Colleges ______________________________ Date

INSTRUCTIONS FOR COMPLETING COMMUNITY SERVICE PROGRAM PLAN

Section I. The description of the planned use of community service extension course funds covered by this plan should include the following:

A. General Public

1. Estimate the amount of the grant to be used for services to the general public.

2. Estimate the number of persons to be served.

B. Immured Groups

1. Estimate the amount of funds to be used for services to immured groups. (New course offerings for immured groups must be approved on form DCC 9-14 or DCC 9-33.) A description of the planned use of funds should take into consideration the following groups:

   a. Correctional inmates (Based on the joint correctional education plan developed for your institution.)
   b. Residents of rest or nursing homes (Based on State Board position on the proper role for rest and nursing homes.)
   c. Clients of sheltered workshops
   d. Residents of alcoholic rehabilitation centers
   e. Residents of mental retardation centers
   f. Military personnel on base
   g. In-patients in mental hospitals

2. Estimate the number of persons to be served.

C. Senior Citizens

1. Estimate the amount of funds to be used for services to senior citizens in addition to those funds indicated above for immured groups. Describe the efforts to be undertaken to assure that appropriate courses will be provided to senior citizens free of cost. Consideration should also be given to institutional policies on length of course, class size, and course repetition.

2. Estimate the number of persons to be served.

Section II. Describe your institutions planned involvement in the cultural and civic activities in your service area.

Section III. List the names and titles of all individuals who will provide direct administrative support for Community Service Extension Courses. Specify the amount of time each individual will devote to this effort.

DEPARTMENT OF COMMUNITY COLLEGES
DIVISION OF ADULT AND CONTINUING EDUCATION
GED PROGRAM
GED ESSAY ACCOUNTABILITY REPORT AND INSTITUTIONAL VERIFICATION FORM

TEST CENTER NAME: ______________________________

TEST CENTER I.D.# ______________________________

DATE SENT TO GEDTS: ______________________________

Number of essays sent to GEDTS: ______________________________

Number of essay scores returned to test site: ______________________________

Date report was received at test site: ______________________________

Number of essay scores not returned: ______________________________

Explanation (for any essay not returned/unscored): ______________________________

Verify and attach a copy of each ESSAY SCORE REPORT AND CERTIFIED MAIL RECEIPT (If received from GEDTS).

Remarks: ______________________________

Chief Examiner's Signature: ______________________________

RETURN FORM TO : GED ESSAY COORDINATOR
DEPARTMENT OF COMMUNITY COLLEGES
200 WEST JONES STREET
THE CASWELL BUILDING
RALEIGH, N.C. 27603

FOR DCC USE ONLY

Date received by DCC: ______________________________

Invoice verification date: ______________________________

DCC 9-35
April 1989

N. C. DEPARTMENT OF COMMUNITY COLLEGES
HUMAN RESOURCES DEVELOPMENT PROGRAM

FORM DCC 13-8

STUDENT ENTRY PROFILE

		COL	
INSTITUTION			
STUDENT'S NAME (LAST, FIRST)			
STUDENT'S SOCIAL SECURITY NUMBER		1	☐☐☐-☐☐-☐☐☐☐
STUDENT'S IDENTIFICATION NUMBER		10	☐☐☐-☐☐☐-☐☐
RECORD IDENTIFICATION NUMBER		18	1
PROGRAM START DATE (MONTH-DAY-YEAR)		19	☐☐-☐☐-☐☐
I PERSONAL DATA			
1	BIRTHDATE (MONTH-DAY-YEAR)	25	☐☐-☐☐-☐☐
2	SEX	31	☐ 1-MALE 2-FEMALE
3	RACE	32	☐ 1-BLACK 3-INDIAN 2-WHITE 4-OTHER
4	SCHOOL GRADES COMPLETED	33	☐☐
5	HEAD OF HOUSEHOLD	35	☐ 1-YES 2-NO
6	NUMBER OF STUDENT'S MINOR CHILDREN AT HOME	36	☐☐

				FOR STUDENT ONLY
II ECONOMIC DATA				
1	INCOME FROM WAGES & SALARIES LAST 12 MONTHS		38	$ ☐
2	PUBLIC ASSISTANCE RECEIVED LAST 12 MONTHS			
	A	FOOD STAMPS	48	$ ☐
	B	WELFARE (ALL PAYMENTS THROUGH COUNTY DEPARTMENT OF SOCIAL SERVICES)	58	$ ☐
	C	UNEMPLOYMENT INSURANCE BENEFITS	68	$ ☐
3	TOTAL PUBLIC ASSISTANCE LAST 12 MONTHS (A + B + C ABOVE)		78	$ ☐
4	IF RECEIVING JTPA BENEFITS, AMOUNT PER WEEK		88	$ ☐☐☐

III EMPLOYMENT DATA				
1	PREVIOUS EMPLOYMENT (USUAL OR RECENT JOB)		91	☐ (SEE KEY II, FORM DCC 13-10)
2	EMPLOYMENT STATUS ONE WEEK BEFORE TRAINING		92	☐ 1-FULL-TIME 3-UNEMPLOYED 2-PART-TIME
3	IF UNEMPLOYED, LAST DATE EMPLOYED (MONTH-YEAR)		93	☐☐-☐☐
4	IF EMPLOYED WHILE IN TRAINING:			
	A	HOURS PER WEEK	97	☐☐
	B	WAGES PER HOUR	99	$ ☐☐ . ☐☐
5	NUMBER OF WEEKS EMPLOYED IN PAST 52 WEEKS		103	☐☐

INTERVIEWER'S SIGNATURE	
STUDENT'S SIGNATURE	

ENTRY DOCUMENTATION

(From Item No. II, 1)

Source of Income Data for Student:____________________________________

Source of Income Data for Student's Household:__________________________

(From Item No. II, 2, A, B, and C)

Source of Public Assistance Data:

	For Student	For Student's Household
Food Stamps Data		
Welfare Data		
Unemployment Insurance Benefits Data		

(From Item II,4)

Source of JTPA Benefit Information:____

(In most cases this will be the name of the person or agency that determines the student's eligibility for JTPA benefits)

(From Item III,4)

Source of Information on Hours Per Week:____________________________________

Source of Information on Wages Per Hour:____________________________________

N. C. DEPARTMENT OF COMMUNITY COLLEGES

HUMAN RESOURCES DEVELOPMENT PROGRAM

STUDENT EXIT DATA

FORM DCC 13-9

			COL	
1	INSTITUTION			
2	STUDENT'S NAME (LAST, FIRST)			
3	STUDENT'S SOCIAL SECURITY NUMBER		1	☐☐☐-☐☐-☐☐☐☐
4	STUDENT'S IDENTIFICATION NUMBER		10	☐☐☐-☐☐☐-☐☐
5	RECORD IDENTIFICATION NUMBER		18	2
6	PROGRAM COMPLETION DATE		19	☐☐-☐☐-☐☐
7	LENGTH OF HRD PROGRAM		25	☐☐☐ DAYS
8	NUMBER OF CLASS DAYS STUDENT WAS ENROLLED		28	☐☐☐
9	NUMBER OF CLASS DAYS STUDENT WAS PRESENT		31	☐☐☐
11	HAS STUDENT SUCCESSFULLY COMPLETED THE GED WHILE ENROLLED IN HRD?		46	☐ 1-YES 2-NO
12	EXIT STATUS		47	☐ 1-COMPLETED, PLACED ON JOB 2-COMPLETED, PLACED IN TRAINING 3-COMPLETED, NOT PLACED 4-PLACED BEFORE COMPLETION 5-DROPPED DUE TO LACK OF INTEREST 6-TERMINATED BY PROGRAM 7-CONTINUED JOB HELD BEFORE ENTERING PROGRAM 8-LEFT EARLY FOR UNAVOIDABLE REASONS
13	IF PLACED ON JOB: (OR CONTINUING JOB HELD BEFORE ENTERING PROGRAM)			(SEE BACK OF FORM)
	A	HOURS PER WEEK	48	☐☐
	B	WAGES PER HOUR	50	$ ☐☐. ☐☐
14	IF PLACED IN TRAINING:			(SEE BACK OF FORM)
	A	TYPE OF TRAINING	54	☐ 1-VOC. 3-N/C SKILL 5-COLL. TRANS. 7-AHS 2-TECH. 4-ABE 6-GED PREP. 8-OTHER
	B	LENGTH OF TRAINING COURSE	55	☐☐ WEEKS
	C	HOURS IN TRAINING PER WEEK	57	☐☐
15	IF "LEFT FOR UNAVOIDABLE REASONS," SPECIFY:		62	☐ 1-PERSONAL HEALTH PROBLEMS 2-CHILD-CARE PROBLEMS 3-ILLNESS OF FAMILY MEMBER 4-OTHER FAMILY RESPONSIBILITIES 5-TRANSPORTATION 6-ARRESTED 7-DECEASED 8-OTHER
	INTERVIEWER'S SIGNATURE →			

EXIT FORM

(From Item No. 13)

If student was placed on a job at exit or continued a job held before entering the program, indicate the name and address of the employer as shown below. "Employer" means the business, industry, etc., not the name of an individual.

NAME OF EMPLOYER ADDRESS

(From Item No. 14)

If student was placed in training at exit indicate the name and town of location of the training institution.

NAME OF INSTITUTION ADDRESS

N. C. DEPARTMENT OF COMMUNITY COLLEGES
HUMAN RESOURCES DEVELOPMENT PROGRAM

T-TRAINING FOLLOW-UP REPORT

FORM DCC 13-10

			Col	
1	INSTITUTION			
2	STUDENT'S NAME (LAST, FIRST)			
3	STUDENT'S SOCIAL SECURITY NUMBER		1	☐☐☐—☐☐—☐☐☐☐
4	STUDENT'S IDENTIFICATION NUMBER		10	☐☐☐—☐☐☐—☐☐
5	RECORD IDENTIFICATION NUMBER		18	☐ 3-month (4) ☐ 6-month (5) ☐ 12-month (6)
6	DATE (MONTH-DAY-YEAR)		19	☐☐—☐☐—☐☐
7	AVERAGE MONTHLY PUBLIC ASSISTANCE RECEIVED SINCE EXIT			FOR STUDENT ONLY
	A	FOOD STAMPS	25	$ ☐
	B	WELFARE (ALL PAYMENTS THROUGH COUNTY DEPARTMENT OF SOCIAL SERVICES)	35	$ ☐
	C	UNEMPLOYMENT INSURANCE BENEFITS	45	$ ☐
8	TOTAL AVERAGE PUBLIC ASSISTANCE MONTHLY (A + B + C ABOVE)		55	$ ☐
9	CURRENT EMPLOYMENT STATUS OF STUDENT		65	☐ 1-EMPLOYED 2-UNEMPLOYED
10	HAS STUDENT COMPLETED GED SINCE LAST REPORTING FORM ON HIM/HER?		66	☐ 1-YES 2-NO
	HAS STUDENT BEEN ENROLLED IN TRAINING SINCE EXIT?		67	☐ 1-YES 2-NO (SEE BACK OF FORM)
	A	TYPE OF TRAINING	68	☐ 1-VOC. 3-M/C SKILL 5-COLL. TRANS 7-AHS 2-TECH. 4-ABE 6-GED PREP. 8-OTHER
	B	WEEKS IN TRAINING SINCE EXIT	69	☐☐
	C	AVERAGE HOURS IN TRAINING PER WEEK	71	☐☐
12	WEEKS EMPLOYED + WEEKS UNEMPLOYED = WEEKS SINCE EXIT		73	☐☐ + ☐☐ = ☐☐
13	NUMBER OF JOBS SINCE EXIT		79	☐☐ (SEE BACK OF FORM)
14	EMPLOYMENT PROFILE (INCLUDE ALL JOBS SINCE EXIT - DO NOT INCLUDE TRAINING DATA HERE)			

CCL		NUMBER OF WEEKS ON JOB	HOURS PER WEEK	WAGES PER HOUR	PLACEMENT AGENCY (See Key I)	TYPE OF WORK (See Key II)	TYPE OF BUSINESS (See Key III)	REASON FOR CHANGE (See Key IV)
81	1st JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
95	2nd JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
109	3rd JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
123	4th JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
137	5th JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
151	6th JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
	7th JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
179	8th JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐
193	PRIOR JOB	☐☐	☐☐	$ ☐☐.☐☐	☐	☐	☐☐	☐☐

INTERVIEWER'S SIGNATURE

FOLLOW-UP DOCUMENTATION

(From Item No. 7, A, B, and C)

Source of Public Assistance Data:

	For Student	For Student's Household
Food Stamps Data		
Welfare Data		
Unemployment Insurance Benefits Data		

(From Item No. 11)

TRAINING (Only Vocational, Technical, Non-credit skill, ABE, AHS, GED, i.e., training that earns income credit in accordance with the funding entitlement formula)

Name of Institution   Address

1.
2.
3.

(From Item No. 13)

JOB   Name of Employer   Address

1.
2.
3.
4.
5.
6.
7.
8.

COURSE OUTLINE

Course Title: ______________________________

Instructor: ______________________________

Organization: ______________________________

Course Start Date: ______________________

Course End Date: ______________________

Course Objectives:

Essential Job Tasks	Estimated Hours

DCC 13-17
Oct. '85

In-Plant Course Contract

This agreement of understanding between ______________________________, hereinafter called the Organization, and ______________________________, hereinafter called the Institution, is entered into this ________ day of ________________, 19___. The Organization may make available to the Institution one or more of its employees, who possess appropriate teaching and occupational skills, to serve as instructors for the in-plant training course listed below. The instructor shall not, during class hours, be involved in any activity other than instruction. The instructor shall not engage in any administrative, supervisory, or operational functions of the Organization in which a course is offered during those hours when he or she is partially or totally paid by the Institution. The Institution shall pay the agreed salary or wages of the instructor during the scheduled class hours.

It is agreed that the Organization shall save the Institution free and whole from any claim, demand, or liability for wages, salary, or other reimbursement claimed or demanded by any such instructor against the Institution related to or arising out of the rendering of services as an instructor for the Institution. The Institution shall not be liable for any damages resulting from death or other injury to person or property due to the negligence or other tort of the Organization or employees of the Organization during the in-plant training class sessions.

This contract is in effect for the ______________________________
(name of course)
beginning ______________________ and ending ______________________.
(date) (date)

____
Organizational Representative
(name and title)

____
Institutional Representative
(name and title)

DCC 13-18
Oct. '85

TO: In-Plant Program Coordinator
Industry Services Division

FROM: ______________________
(Institution)

SUBJECT: Application for In-Plant Course

In accordance with the provisions of Title 23, NCAC 2E.0402, we are submitting for your review and approval an application to operate the in-plant course described below.

The information contained in this application is, to the best of my knowledge, correct and complies with all pertinent policies of the State Board of Community Colleges.

Company:	Instructor:
Address:	
Course Title:	Course Prefix and Number:
Beginning Date:	Ending Date:
Course Duration:_____hours	Number of Trainees:

Signed:______________________________________Date____________
(Institutional Representative)

This in-plant training form must be received by the Department of Community Colleges at least one week prior to the first class meeting.

Mail to: In-Plant Program Coordinator
Business and Industry Services
Department of Community Colleges
200 W. Jones Street
Raleigh, NC 27603-1337

attachments: course outline
employer's statement
in-plant course contract

TO: In-Plant Program Coordinator
Industry Services Division

FROM: ______________________
(Institution)

SUBJECT: Notification of In-Plant Training Course

In accordance with the provisions of Title 23, NCAC 2E.0402, we are reporting the operation of the in-plant course described below. A course outline, an employer's statement, and an in-plant course contract (if required) are on file at the institution.

The information contained in this notification is, to the best of my knowledge, correct and complies with all pertinent policies of the State Board of Community Colleges.

Company:	Instructor:
Address:	
Course Title:	Course Prefix and Number:
Beginning Date:	Ending Date:
Course Duration:______hours	Number of Trainees:

Signed:____Date______________
(Institutional Representative)

This in-plant training form must be received by the Department of Community Colleges not more than one week after the first class meeting.

Mail to: In-Plant Program Coordinator
Business and Industry Services
Department of Community Colleges
200 W. Jones Street
Raleigh, NC 27603-1337

DCC 13-20
Oct. '85

STATE DEPARTMENT OF COMMUNITY COLLEGES
SCHEDULE OF LOCAL FUND VOUCHERS ISSUED

INSTITUTION ______________________ CALENDAR MONTH OF ______________________

Program - Title II 8%

Course Title and Number ______________________________________
(Prepare Separate Schedule for each JTPA Project Number)

Day of Month (1)	Voucher No. (List Numerically) (2)	To Whom Paid (3)	Hours Worked (4)	Rate of Pay (5)	Code Number (6)	Amount (7)
Must Agree With Total of Detail Amounts as Shown on Request for Reimbursement					GRAND TOTAL	

I hereby certify that the above report is a correct statement of all vouchers issued and hat none of the above items have been paid from State funds allocated to this institution er its regular operations.

______________________________ ______________________________
(Chief Administrative Officer) (Date)

DCC 14-11
Nov. '83

NORTH CAROLINA BOARD OF COMMUNITY COLLEGES
MULTIPLE TRANSACTION FORM
JTPA TITLE II 8% PROGRAMS

(1) Service Area ____________________ (4) Date Prepared ____________________

(2) Institution ________ ____________ (5) Project No. ____________________

No. NAME

(3) Project Date ____________ to ____________ (6) Project Title ____________________

(7) Type of Transaction - Use only one block

Approved Budget . . . . . . (BA) ☐ Refund Local Vch. No.____ . . . . . . (RF) ☐

Budget Revision . . . . . . (BA) ☐ Request for Reimbursement. . . . . . . (VO) ☐

	(8) Cost Categories	Line Item	Amount
I. Training Cost	Staff Salaries	100	
	Staff Fringe Benefits	101	
	Staff Travel	102	
	Employer OJT Incentive	103	
	Occupancy Cost	104	
	Non-Expendable Propert Purchase	105	
	Non-Expendable Property Lease	106	
	Part. Wage (50% Ltd W/E)	107	
	Part. Fr. Bene. (50% Ltd W/E)	108	
	Contracted Perform-Bsd. Trng. Cost	109	
	Other Training Cost	110	
	I. SUB-TOTAL Training Cost	1XX	
II. Participant Support	Staff Salaries	200	
	Staff Fringe Benefits	201	
	Staff Travel	202	
	Child Care Costs	203	
	Participant Transportation Costs	204	
	Non-Expendable Property Purchase	205	
	Non-Expendable Property Lease	206	
	Needs-Based Payments	207	
	Participant Wages	208	
	Participant Fringe Benefits	209	
	Other Participant Support Costs	210	
	II. SUB-PARTICIPANT SUPPORT COSTS	2XX	
III. Administration	Staff Salaries	300	
	Staff Fringe Benefits	301	
	Staff Travel	302	
	Occupancy Cost	303	
	Other Direct Admin. Costs	304	
	Non-Expendable Property	305	
	Non-Expendable Property Lease C	306	
	Indirect Cost	307	
	III. SUB-TOTAL ADMINISTRATION COSTS	3XX	
IV. TOTAL PROJECT COSTS	1XX + 2XX + 3XX	800	

(9) Request for Reimbursement/Report of Expenditures

I hereby certify that the expenditures reported on this form are in accordance with local, State, and JTPA regulations and in conformity with the approved budget.

Date ____________________ Finance Officer ____________________

(10) Approved Budget/Budget Revisions

I hereby certify that this project will be operated in accordance with all local, State, and JTPA laws, requirements, regulations, and policies.

____________ Date

____________ Approved-Director JTPA Prog. Serv.

____________ Date

____________ Approved-Accountant

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DCC 14-12
Rev. Oct. '85

REQUEST FOR APPROVAL OF STUDENT WORK ACTIVITIES FOR EXTENSION COURSES
Department of Community Colleges
State Board of Community Colleges
Raleigh, NC 27603-1337

TO BE COMPLETED BY STATE OFFICE
Approved
☐ As requested
☐ With changes indicated
Not Approved
☐ Request does not meet NCAC 2D.0324(d)

____
Director

____
Vice President

Date______________

Institution____

Reporting Extension Courses

☐ Initial approval for new extension course work activity component
☐ Change in work activity component of an extension course

(See Reverse Side For Instructions on Completing Form)

Course No. (a)	Course Title (b)	Total Class Hours (c)	Total Work Activity Hours (d)	Total Membership Hours Per Student Per Quarter/ Course (e)	Length of Extension Course (f)	Licensure or Accreditation Requirements: Licensing or Accrediting Agency (g)	Licensure or Accreditation Requirements: Hrs. Req. (h)	Maximum Number of Hours Reportable Per Student Per Quarter for Work Activities (i)

To the best of my knowledge, the information provided above is current and accurate.

President______________________________ Date______________

Page ____ of ____

DCC 1-11A
Revised
October, 1989

INSTRUCTIONS FOR COMPLETING FORM DCC 1-11A FOR STUDENT WORK ACTIVITIES FOR EXTENSION COURSES

1. Submit two copies of the form listing extension courses which contain student work activities and attach one copy of the plan for the work experience and/or clinical practice for the course. One copy of the form, indicating the action taken by the Department of Community Colleges on this request, will be returned for the institutional records.

2. Any proposed changes that increase the approved membership hours per course more than 20% must be resubmitted for approval by the Department of Community Colleges.

3. For additional information see Title 16, North Carolina Administrative Code 2D.0324(d).

Column	Instructions
(a) & (b)	List course number and title as it will be offered.
(c)	Total class hours.
(d)	Total work activity hours.
(e)	List total number of membership hours that a student would be enrolled in this course.
(f)	Designate by number of weeks the length of the course.
(g)	List the licensing agency if this course is used to meet the requirements of licensure/relicensure or certification.
(h)	List the total number of membership hours required for licensure/relicensure or certification.
(i)	Indicate the maximum number of hours for this course that will earn budget/FTE at the 100% rate for work experience/clinical practice. This should be the same number of hours as identified in column "d". (See NCAC 2D.0324(d)).

Submit two (2) completed copies to the Vice President for Programs.

INSTRUCTIONS FOR COMPLETING SLIAG MONTHLY REPORTING FORM

*SLIAG funds may be used to pay for educational services for ELA's who have attended U.S. schools for less than three full academic years. One thousand hours in adult education is considered an academic year. The amount of time the individual spent in K-12 and in adult education must be counted to determine the amount of time the person is eligible to receive educational and support services through the SLIAG program.

You are required to provide the information listed below on every student you enroll for SLIAG services. A student is reported only one time in a fiscal year - when they are a new enrollee. **NUMBER YOUR ENROLLMENTS FOR A FISCAL YEAR IN CONSECUTIVE ORDER** so that for example, 20 new enrollments for the first month would be numbered 1 - 20 and 10 new enrollments for the next month would be numbered 21 - 31 and so on. Do not include non-SLIAG students on the enrollment form. Make sure that all information recorded is accurate and complete.

COLUMN 1:	Record the community college name.
COLUMN 2:	Record the student's name.
COLUMN 3:	Record the student's alien number from I-688 or I-551 Card
COLUMN 4:	If a student is receiving services under Section 245A place a check mark in column 4 under I-688 if they have a temporary resident card or under I-551 if they have a permanent resident card.
COLUMN 5:	If a student is receiving services under Section 210 place a check mark in Column 5 under I-688 if they have a temporary resident card or under I-551 if they have a permanent resident card.
COLUMN 6:	Record the date on which the student received adjustment to lawful status.
COLUMN 7:	Record the amount of time the student is eligible for education and support services. This is determined by adding the amount of time the student has spent in grades K-12 and in adult education in the U.S. prior to enrolling in the SLIAG adult education program. Subtract the total of the above calculation from three years of education. The remainder represents the amount of time the student is eligible for education and support services under the SLIAG program. (See * above.)
COLUMN 8:	Record the student's social security number.
COLUMN 9:	Record the date the student's lawful temporary resident status expires. **DO NOT SUBMIT STUDENTS FOR SLIAG REIMBURSEMENT IF THEIR STATUS HAS EXPIRED. IF A STUDENT HAS BEEN GIVEN AN EXTENSION FOR THEIR EXPIRATION DATE, RECORD THE NEW EXPIRATION DATE.**
COLUMN 10:	Record the actual date **IN THIS FISCAL YEAR** the ELA enrolled for SLIAG educational services at your college.

(1)____________________COLLEGE

SLIAG REPORTING FORM - ADULT EDUCATION

(2) STUDENT NAME	(3) ALIEN NUMBER	(4) 245A		(5) 210		(6) ADJUSTMENT DATE	(7) TIME ELIGIBLE	(8) SOCIAL SECURITY #	(9) EXPIRATION DATE	(10) DATE OF ENROLLMENT
		I688	*I551*	*I688*	*I551*					

CERTIFICATION: I certify that the above services were provided in accordance with our approved agreement and has been documented as provided by grantor policy.

COURSES WHERE LICENSURE
AND/OR
CERTIFICATION MAY BE APPROPRIATE

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Explanation: This is a listing of courses offered in the system that are required for preparation for occupational licensure or certification or renewal of licensure or certification. Most of these courses are occupational continuing education courses, but some are taught also in the curriculum programs. The same rules for implementation apply to curriculum offering or to continuing education offering.

An individual data sheet on each course is provided. This data sheet provides a description of the courses, hours, course number, target group, contact agency, and requirements for offering the course. Please refer to these sheets when planning the implementation of a course.

COURSES WHERE LICENSURE AND/OR CERTIFICATION MAY BE APPROPRIATE

(August, 1992)

Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
I. AUTOMOTIVE					
N.C. Vehicle Safety Inspection & Emissions Control Course	(AUT-3013)	8/8	N.C. Dept. of Transportation, Division of Motor Vehicles 1100 New Bern Avenue Raleigh, NC	R	S
II. BANKING AND FINANCE					
American Institute of Banking Courses (Work through local ABA Chapter to identify courses if possible)			American Bankers Association American Institute of Banking ABA-Educational Services Division 1120 Connecticutt Avenue, N.W. Washington, DC 20036	R	N
III. CHILD DAY CARE					
Child Care Credential I	(HEC 3018)	33	Child Day Care Section N.C. Dept. of Human Services P.O. Box 29530 Raleigh, NC 27626	R	S
Child Care Credential II	(HEC 3019)	33	"	R	S
Directing a Child Care Program	(HEC 3015)	33	N.C. Office of Child Day Care Dept. of Human Resources 701 Barbour Drive Raleigh, NC 27603-2002	O	S
IV. CODE OFFICIALS					
Building Inspection Law & Administration	(COD 3001)	3	N.C. Code Officials Qualifications Board 410 N. Boylan Avenue Raleigh, NC 27603-1212	R	S
Building Fundamentals Standard Course	(BLD 3010)	3	"	R	S
Level I Standard Course	(BLD 3011)	30	"	R	S
Level II Standard Course	(BLD 3012)	30	"	R	S

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Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
Level III Standard Course	(BLD 3013)	30	"	R	S
Electrical Inspection					
Electrical Fundamentals Standard Course	(ELC 3010)	3	"	R	S
Level I Standard Course	(ELC 3011)	40	"	R	S
Level II Standard Course	(ELC 3012)	40	"	R	S
Level III Standard Course	(ELC 3013)	40	"	R	S
Mechanical Inspection					
Mechanical Fundamentals Standard Course	(MEC 3010)	3	"	R	S
Level I Standard Course	(MEC 3011)	30	"	R	S
Level II Standard Course	(MEC 3012)	30	"	R	S
Level III Standard Course	(MEC 3013)	30	"	R	S
Plumbing Inspection					
Plumbing Fundamentals Standard Course	(PLU 3010)	3	"	R	S
Level I Standard Course	(PLU 3011)	30	"	R	S
Level II Standard Course	(PLU 3012)	30	"	R	S
Level III Standard Course	(PLU 3013)	30	"	R	S
Fire Inspection					
Fire Fundamentals Standard Course	(FCE 3010)	3	"	R	S
Level I Standard Course	(FCE 3011)	30	"	R	S
Level II Standard Course	(FCE 3012)	30	"	R	S
Level III Standard Course	(FCE 3013)	30	"	R	S

Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
V. COSMETOLOGY					
Cosmetology Instructor Training I	(COS 3004)	77	N.C. Board of Cosmetic Arts Examiner 401 North Blvd., Suite H Raleigh, NC 27604	O	S
Practicum I	(COS 3005)	330	"	O	S
Cosmetology Instructor Training II	(COS 3022)	77	"	O	S
Practicum II	(COS 3023)	330	"	O	S
Manicurist	(COS 3008)	165	"	O	S
VI. CRIMINAL JUSTICE					
Basic Law Enforcement Training	(CJC 3701)	464	Criminal Justice Standards Division PO Box 149 Raleigh, NC 27602-0149	R	S
Chemical Tests for Alcohol Instrument Maintenance Training	(CJC 3605)	40	Chemical Tests For Alcohol Branch, NCDEHNR PO Box 27687 Raleigh, NC 27611	R	S
Chemical Tests for Alcohol Operators Training	(CJC 3610)	67	Chemical Tests For Alcohol Branch, NCDEHNR PO Box 27687 Raleigh, NC 27611	R	S
Chemical Tests for Alcohol Operators Re-Training	(CJC 3620)	28	Chemical Tests For Alcohol Branch, NCDEHNR PO Box 27687 Raleigh, NC 27611	R	S

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Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
Chemical Tests for Alcohol Operators Re-Certification Training	(CJC 3630)	12	Chemical Tests For Alcohol Branch, NCDEHNR PO Box 27687 Raleigh, NC 27611	R	S
Criminal Justice Instructor Training - General	(CJC 3340)	80	Criminal Justice Standards Division PO Box 149 Raleigh, NC 27602-0149	R	S
In-Service Firearms Qual.- Department of Correction	(CJC 3141)	8	Office of Staff Development & Training NC Dept. of Correction 214 West Jones Street Raleigh, NC 27603-1337	R	Agency
In-Service Firearms Qual.- Law Enforcement	(CJC 3260)	Varies	Criminal Justice Standards Division PO Box 149 Raleigh, NC 27602-0149	R	S
Jailer Certification Course	(CJC 3360)	135	Sheriffs' Standards Division NC Department of Justice PO Drawer 629 Raleigh, NC 27602	R	S
Radar Operators Certification Training	(CJC 3650)	32	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
Radar Operators Re-Certification Training	(CJC 3654)	8	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S

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Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
Radar and TD/SMI Operators Certification Training	(CJC 3651)	48	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
Radar and TD/SMI Operators Re-Certification Training	(CJC 3655)	13	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
TD/SMI Operators Certification Training	(CJC 3652)	32	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
TD/SMI Operators Re-Certification Training	(CJC 3656)	8	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
SMI Operators Supplemental Training	(CJC 3653)	2 hrs per add'l SMI instrument	Criminal Justice Standards Division NC Department of Justice PO Box 149 Raleigh, NC 27602-0149	R	S
Unarmed Self-Defense - DOC Basic Course	(CJC 3521)	20	Office of Staff Development & Training NC Department of Correction 214 West Jones Street Raleigh, NC 27603-1337	R	Agency

Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
Unarmed Self-Defense - DOC Annual Retraining	(CJC 3522)	8	Office of Staff Development & Training NC Department of Correction 214 West Jones Street Raleigh, NC 27603-1337	R	Agency
Basic Life Support - DOC In-Service Training	(CJC 3702)	4	Office of Staff Development & Training NC Department of Correction 214 West Jones Street Raleigh, NC 27603-1337	R	Agency
VII. DRIVER TRAINING				R	
Driver Training Instructor Program	(SAF 3002)	80	Division of Motor Vehicles NC Dept. of Transportation Raleigh, NC 27697 Division of School Services NC Dept. of Public Instruction Raleigh, NC 27603	R	S
VIII. EDUCATION					
Public School Certificate Renewal Credit	(EDU)		Division of Staff Development N.C. Dept of Public Instruction 116 West Edenton Street Raleigh, NC 27603-1712	R	S
IX. ELECTRICAL					
Electrical Contract Renewal (Courses approved on individual basis)	(ELC 3007)		N.C. Board of Examiners of Electrical Contractors P. O. Box 18727 1200 Front St., Suite 105 Raleigh, NC 27619	R	S
X. EMERGENCY MEDICAL SERVICES					
Emergency Medicine Advanced	(EMT 3034)	224	Office of Emergency Med. Services 701 Barbour Drive Raleigh, NC 27603-2208 and/or National Registry of Emergency Medical Technicians Box 29233, 6610 Busch Blvd. Columbus, OH 43229	R	N or S

Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
Emergency Medicine Intermediate	(EMT 3033)	98	"	R	N or S
Paramedic Training	(EMT 3031)	558	"	R	N or S
Emergency Medical Technician	(EMT 3028)	110	"	R	N or S
Emergency Medical Defibrilation	(EMT 3029)	13	"	R	N or S
Ambulance Attendant	(EMT 3025)	40	"	R	N or S
First Responder	(EMT 3030)	40	"	R	N or S
XI. FIRE SERVICE					
Advanced Rescue Technician	(RES 3002)	90	N.C. Fire and Rescue Commission P.O. Box 26387 Raleigh, NC 27611	R	S
Basic Rescue Technician	(RES 3001)	90	"	R	S
Emergency Driving Techniques	(FIP 3042)		"	O	S
Fire Apparatus Practices	(FIP 3007)		"	O	S
Fire Fighter I	(FIP 3040)		"	O	S
Fire Fighter II	(FIP 3043)		"	O	S
Fire Fighter III	(FIP 3044)		"	O	S
Fire Instructor/Teacher Education	(FIP 3025)		"	O	S
XII. FIRST AID					
First Aid	(SAF 3004)	8	American Red Cross or 100 N. Peartree Lane Raleigh, NC 27610	R	S
Cardiopulmonary Resuscitation	(SAF 3005)	12	American Heart Assoc. 4208 Six Forks Road Raleigh, NC 27614	R	S
XIII. FUNERAL SERVICE	(FSE)		N.C. St. Board of Mortuary Science 412 N. Wilmington St. Raleigh, NC 27601	R	S

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Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
XIV. INSURANCE					
Insurance Continuing Education Program Life, Accident & Health, Fire & Casualty Accident & Health		 12 12 12	N.C. Department of Insurance Agent Services Division 430 N. Salisbury Street Raleigh, NC 27603	R	S
Life, Health & Accident Insurance	(DMK 3007)	30	N.C. Department of Insurance, Prelicensing Program 430 N. Salisbury St. Raleigh, NC 27603	R	S
Property (Fire) & Casualty Insurance	(DMK 3308)	30	"	R	S
XV. NOTARY PUBLIC					
Notary Public Education	(BUS 3116)	3-6 Hrs.	Secretary of State's Office, Notary Public Division 300 N. Salisburty St. Raleigh, NC 27603	R	S
XVI. NURSING					
Nursing Assistant I**	(NUR 3023)	110-120 (40 clinical)	Division of Facility Services 701 Barbour Drive Raleigh, NC 27603-2008	R	S
Nursing Assistant II**	(NUR 3024)	160 (80 Theory) (80 Clinical)	"	R	S
Nursing Assistant III**	(NUR 3022)	15	"	R	S
Practical Nursing Concepts for Medical Corpsmen	(NUR 3052)	100-120 (57+ clinical)	N.C. Board of Nursing P.O. Box 2129 Raleigh, NC 27602-2129	R	S
RN Refresher	(NUR 3034)	40 (120 Theory) (120 Clinical)	"	R	S

Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
LPN Refresher	(NUR 3046)	180 (90 Theory) (90 Clinical)	"	R	S
Activity Coordinator	(PML 3100)	48	Division of Facility Services 701 Barbour Drive Raleigh, NC 27603	R	S
XVII. OPTICIANRY		8	N.C. Board of Opticians 412 N. Wilmington St. Raleigh, NC 27601	R	S
XVIII. REAL ESTATE					
Sales Courses					
Fundamentals of Real Estate I	(DMK 3501)	33	N.C. Real Estate Commission P. O. Box 17100 Raleigh, NC 27619	R	S
Fundamentals of Real Estate II	(DMK 3502)	33	"	R	S
Broker Courses					
Real Estate Brokerage Operations	(DMK 3504)	33	"	R	S
Real Estate Finance	(DMK 3505)	33	"	R	S
Real Estate Law	(DMK 3506)	33	"	R	S
Residential Appraiser Education Program					
Introduction to Real Estate Appraisal	APR (Curric. only)		"	R	S
Valuation Principles and Procedures	"		"	R	S
Applied Residential Property Valuation	"		"	R	S

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Course	Continuing Educ. Number	Contact Hours	Certifying Agency	(R)Required (O)Optional	(N)National (S)State
General Appraiser Education Program	"				
Introduction to Income Property Appraisal	"		"	R	S
Advanced Income Capitalization Procedures	"		"	R	S
Applied Income Property Valuation	"		"	R	S
Real Estate Appraisal (Continuing Education)					
Commission Approved Course(s)		10	"	R	S
XIX. SAFETY					
Tanning Facility Operators Instruction Course--Level I	(SAF 3010)	5	Division of Radiation Protection P.O. Box 27687 Raleigh, NC 27611-7687	R	S
Tanning Facility Operators Course Level II	(SAF 3010)	13	"	R	S
XX. WASTE WATER TREATMENT					
Waterworks Operators Training	(WAT 3006)	32	N.C. Water Treatment Facility P.O. Box 27687 Raleigh, NC 27611-7687	R	S

* (Must be certified by one or the other)

** (Program and records are reviewed for program recertification or approval every two years)

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Vehicle Safety Inspection & Emission Control **CE Prefix/No.** AUT 3013 **Program Code** W971
Curr. Prefix/No. _____ **Program Code** _____
This course is for _X_ Continuing Education _____ Curriculum

Hours: Class 8+8 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 16

Description: The Auto Safety Inspection course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. The course includes the rules and regulations and methods of inspection and is taught to insure that the student uderstands the law, how the rules and regulations apply, can inspect a vehicle according to the rules and can successfully pass a qualification examination for certification as an inspector at a licensed inspection course. Prerequisite: None

Note: Safety Inspection component is for all counties in North Carolina. The Emission control Inspection component is for only selected counties designated for emission inspection.

The Auto Emission Control course is designed to prepare auto safety inspectors to test emission control equipment on motor vehicles using approved emission test equipment. Rules, regulations and test inspection procedures are taught in a classroom and shop setting to insure the student can inspect a vehicle properly and can pass the qualification examination for certification as an inspector in a licensed inspection station. Prerequisite: Safety Inspection.

Target Group: Auto Service Center persons who inspect vehicles.

Course Outline/Manual Available from DCC _X_; **Available From Licensure/Certification Agency** _____
This course is one in a series of _____ **courses. Other courses in this series are**

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: Division of Motor Vehicles, Enforcement Section
Address: 1100 New Bern Avenue
Raleigh, NC
Phone/Fax: 919/733-7871

Information on Implementing Course Required by Licensure/Certification Agency

_X_ Course is for _____ prelicensure _____ registry _X_ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
_X_ Prior approval of course required _X_ One time approval _____ Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
_X_ Approval of instructor required
_X_ Instructor certification training required; _____ Fee required for instructor certification
_X_ Approval of facilities required; _____ Fee required for approval of facilities
_X_ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _X_ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Child Care Credential I CE Prefix/No. HEC 3018 Program Code W540
Curr. Prefix/No. EDU Program Code V-067 or T-073
This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical 0 Work Experience 0 Credits 3 Total Contact 33

Description:

This course provides the first half of instruction necessary to qualify for the N. C. Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.

Target Group: Teachers in child care centers

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency X (student text)
This course is one in a series of 2 courses. Other courses in this series are
Child Care Credential II

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: Bebie Cole
Address: Child Day Care Section, N. C. Dept. of Human Resources
P.O. Box 29530, Raleigh, NC 27626
Phone/Fax: 919-733-4801 Fax 733-2757

Information on Implementing Course Required by Licensure/Certification Agency

____ Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
____ Prior approval of course required ____ One time approval ____ Each time taught ____ How often
____ Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

*Course must be taught for credit.

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title ___Child Care Credential II___ CE Prefix/No. ___HEC 3019___ Program Code ___W540___
Curr. Prefix/No. ___EDU___ Program Code ___V-067 or T-073___
This course is for ___X___ Continuing Education ___X___ Curriculum

Hours: Class ___3___ Lab ___0___ Shop/Clinical ___0___ Work Experience ___0___ Credits ___3___ Total Contact ___33___

Description:

This course provides the final half of instruction necessary to qualify for the N. C. Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include developmentally appropriate practices, positive guidance, and providing a safe and healthy environment.

Target Group: Teachers in child care centers

Course Outline/Manual Available from DCC ___X___; Available From Licensure/Certification Agency ___X___ (student text)
This course is one in a series of ___2___ courses. Other courses in this series are
_______ ___Child Care Credential I___ _______
_______ _______________ _______
_______ _______________ _______

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Bebie Cole
Address: Child Day Care Section, N. C. Dept. of Human Resources
P.O. Box 29530, Raleigh, NC 27626
Phone/Fax: 919-733-4801 Fax 733-2757

Information on Implementing Course Required by Licensure/Certification Agency

- _____ Course is for _____ prelicensure _____ registry ___X___ certification
- _____ Course is for renewal of _____ licensure _____ registry _____ certification
- _____ Prior approval of course required _____ One time approval _____ Each time taught _________ How often
- _____ Approval of institution required -- contact agency for forms
- _____ Fee for approval of course required
- ___X___ Approval of instructor required
- ___X___ Instructor certification training required; _____ Fee required for instructor certification
- _____ Approval of facilities required; _____ Fee required for approval of facilities
- ___X___ Equipment/supplies required to teach course
- ___X___ Certification of student grades to agency; ___X___ Certification of student hour attendance to agency
- _____ College must collect fee from each student/submit to agency
- _____ Other requirements institution performs to certify student completed course
- _____ Periodic review/accreditation visit conducted by agency (how often) _________
- _____ Record retention required (how long) _________
- ___X___ Prescribed Course of Study (course outlines or competencies) furnished by agency
- _____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
- _____ Admission, progression, graduation requirements specified by agency

*Course must be taught for credit.

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COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Driver Training Instructor Program CE Prefix/No. SAF 3002 Program Code W 338
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class ______ Lab 12 Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 80

Description: This course is designed to train eligible adults to qualify for licensing to teach driver training. Persons satisfactorily completing the 80-hour course may apply to the North Carolina Department of Transportation, Division of Motor Vehicles, School Bus and Traffic Safety Section and/or the North Carolina Department of Public Instruction, Division of School Services, Driver Education Program for a driver training instructor license. The Division of Motor Vehicles will license commercial driver training instructors, and the Department of Public Instuction will license instructors to teach driver training in the public school system.

Prerequisite: Have a valid vehicle operators license and meet other licensing requirements of NCAC T19A: 031 .0501 and NCAC T6E: 016 .0302. (See Memorandum CC-92-70)

Target Group: Individuals who desire to become a licensed Driver Training Instructor

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)

Name:	Division of Motor Vehicles	Division of School Services
Address:	NC Department of Transportation	NC Dept. of Public Instruction
	Raleigh, NC 27697	Raleigh, NC 27603
Phone/Fax:	919-733-3046 / FAX 919-733-0564	919-733-3614 / FAX 919-733-9568

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for X prelicensure ______ registry ______ certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
______ Approval of instructor required
X Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) ______
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Law and Administration CE Prefix/No. COD 3001 Program Code W 977

Curr. Prefix/No. ____ Program Code ____

This course is for X Continuing Education ____ Curriculum

Hours: Class 15 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 15

Description:

The Law and Administration Course is an overview of the North Carolina's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing and fire prevention code enforcement officials. Course participants will study the structure of federal, state and local governments, the history of the North Carolina State Building Code, the General Statutes relating to code enforcement, and the enforcement responsibilities of local inspection departments. Upon completion, course participants will understand the scope of code enforcement and will be able to describe the powers and responsibilitites of inspectors. In addition, with the successful completion of the Law and Administration course and others specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the State examination for inspector certification.

Target Group: All persons desiring employment as a Building Code Inspector

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X

This course is one in a series of 4 courses. Other courses in this series are

ELC 3011	Level I Standard Course	W 977
ELC 3012	Level II Standard Course	W 977
ELC 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P.O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

- X Course is for ____ prelicensure ____ registry X certification
- ____ Course is for renewal of ____ licensure ____ registry ____ certification
- X Prior approval of course required X One time approval ____ Each time taught ____ How often
- X Approval of institution required -- contact agency for forms
- ____ Fee for approval of course required
- X Approval of instructor required
- ____ Instructor certification training required; ____ Fee required for instructor certification
- ____ Approval of facilities required; ____ Fee required for approval of facilities
- ____ Equipment/supplies required to teach course
- X Certification of student grades to agency; ____ Certification of student hour attendance to agency
- ____ College must collect fee from each student/submit to agency
- ____ Other requirements institution performs to certify student completed course
- X Periodic review/accreditation visit conducted by agency (how often) Random
- ____ Record retention required (how long) ____
- X Prescribed Course of Study (course outlines or competencies) furnished by agency
- X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
- ____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Law and Administration CE Prefix/No. COD 3001 **Program Code** W 977
Curr. Prefix/No. ________ **Program Code** ______
This course is for X Continuing Education _____ Curriculum

Hours: Class 15 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 15

Description: The Law and Administration Course is an overview of the North Carolina's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing and fire prevention code enforcement officials. Course participants will study the structure of federal, state and local governments, the history of the North Carolina State Building Code, the General Statutes relating to code enforcement, and the enforcement responsibilities of local inspection departments. Upon completion, course participants will understand the scope of code enforcement and will be able to describe the powers and responsibilities of inspectors. In addition, with the successful completion of the Law and Administration course and others specified by the North Carolina Code Officials Qualifications Board, course participants will be eligible to take the State examination for inspector certification. This course is required for all persons wishing to become a code enforcement official in any of the five inspection catagories.

Target Group: All persons desiring employment as a Building Code Inspector

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 4 **courses. Other courses in this series are**

_____	Level I Standard Course	W 977
_____	Level II Standard Course	W 977
_____	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: North Carolina Code Officials Qualification Board
Address: P.O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught ________ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
X Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
_____ Record retention required (how long) ________
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Building Level I Standard Course   CE Prefix/No. BLD 3011   Program Code W 977

Curr. Prefix/No. ____   Program Code ____

This course is for X Continuing Education ____ Curriculum

Hours: Class 40 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 40

Description: The Building Level I course is designed for the education and training of the Building Level I code enforcement official who has the responsibility of inspecting residential and small commercial construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of Volumes I, I-B, and I-C of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level I State examination for inspector certification.

Target Group: All persons eligible for becoming a building inspector.

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X

This course is one in a series of 3 courses. Other courses in this series are

BLD 3012	Level II Standard Course	W 977
BLD 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board

Address: P. O. Box 26387
Raleigh, N.C. 27611-6387

Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification

____ Course is for renewal of ____ licensure ____ registry ____ certification

X Prior approval of course required X One time approval ____ Each time taught ____ How often

X Approval of institution required -- contact agency for forms

____ Fee for approval of course required

X Approval of instructor required

____ Instructor certification training required; ____ Fee required for instructor certification

____ Approval of facilities required; ____ Fee required for approval of facilities

____ Equipment/supplies required to teach course

X Certification of student grades to agency; X Certification of student hour attendance to agency

____ College must collect fee from each student/submit to agency

____ Other requirements institution performs to certify student completed course

X Periodic review/accreditation visit conducted by agency (how often) Random

____ Record retention required (how long) ____

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Building Level II Standard Course CE Prefix/No. BLD 3012 Program Code W 977
Curr. Prefix/No. ___ Program Code ___
This course is for X Continuing Education ___ Curriculum

Hours: Class 30 Lab ___ Shop/Clinical ___ Work Experience ___ Credits ___ Total Contact 30

Description: The Building Level II course is designed for the education and training of the Building Level II code enforcement official who has the responsibility of inspecting all types of construction up to 60,000 square feet in size and is built upon information presented in the Building Level I Standard Inspection course. Upon completion, course participants will have a better understanding of Volumes I and I-C of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level II State examination for inspector certification.

Target Group: Building Level I Inspectors or Persons Meeting Prequalification Requirements

Course Outline/Manual Available from DCC ___; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

BLD 3011	Level I Standard Course	W 977
BLD 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ___ prelicensure ___ registry X certification
___ Course is for renewal of ___ licensure ___ registry ___ certification
X Prior approval of course required X One time approval ___ Each time taught ___ How often
X Approval of institution required -- contact agency for forms
___ Fee for approval of course required
X Approval of instructor required
___ Instructor certification training required; ___ Fee required for instructor certification
___ Approval of facilities required; ___ Fee required for approval of facilities
___ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
___ College must collect fee from each student/submit to agency
___ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
___ Record retention required (how long) ___
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
___ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Building Level III Standard Course CE Prefix/No. BLD 3013 Program Code W 977

Curr. Prefix/No. ____ Program Code ____

This course is for X Continuing Education ____ Curriculum

Hours: Class 30 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 30

Description: The Building Level III course is designed for the education and training of the Building Level III code enforcement official who has the responsibility of inspecting all types of construction of unlimited size and is built upon information presented in the Building Level I and Building Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of Volumes I an I-C of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level III State examination for inspector certification.

Target Group: Level II Inspectors

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X

This course is one in a series of 3 courses. Other courses in this series are

BLD 3011	Level I Standard Course	W 977
BLD 3012	Level II Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Electrical Level I Standard Course **CE Prefix/No.** ELC 3011 **Program Code** W 977
Curr. Prefix/No. ______ **Program Code** ______
This course is for X **Continuing Education** ______ **Curriculum**

Hours: **Class** 40 **Lab** ______ **Shop/Clinical** ______ **Work Experience** ______ **Credits** ______ **Total Contact** 40

Description: The Electrical Level I course is designed for the education and training of the Electrical Level I code enforcement official who has the responsibility of inspecting residential and small commercial electrical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of Volume IV of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with successful completion of the Electrical Level I and the Law and Administration courses in conjunction with other educational and experience requirements specified by the North Carolina Code Qualification Board, course participants will be eligible to take the Electrical Level I State examination for inspector certification.

Target Group: All persons eligible for becoming an electrical inspector.

Course Outline/Manual Available from DCC ______; **Available From Licensure/Certification Agency** X
This course is one in a series of 3 **courses. Other courses in this series are**

ELC 3011	Level II Standard Course	W 977
ELC 3012	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P.O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required X One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
______ Record retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Electrical Level II Standard Course **CE Prefix/No.** ELC 3012 **Program Code** W 977

Curr. Prefix/No. ______ **Program Code** ______

This course is for X **Continuing Education** ______ **Curriculum**

Hours: Class 30 Lab ______ Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 30

Description: The Electrical Level II course is designed for the education and training of the Electrical Level II code enforcement official who has the responsibility of inspecting electrical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Electrical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of Volume IV of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of Electrical Level II and the Law and Administration courses in conjunction with other educational and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level II State examination for inspector certification.

Target Group: Electrical Level I Inspectors or Persons Meeting Prequalification Requirements

Course Outline/Manual Available from DCC ______; **Available From Licensure/Certification Agency** X

This course is one in a series of 3 **courses. Other courses in this series are**

ELC 3011	Level I Standard Course	W 977
ELC 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P.O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure ______ registry X certification
X Course is for renewal of ______ licensure ______ registry X certification
X Prior approval of course required X One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
______ Record retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Electrical Level III Standard Course CE Prefix/No. ELC 3013 Program Code W 977
Curr. Prefix/No. ________ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class 30 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 30

Description: The Electrical Level III course is designed for the education and training of the Electrical Level III code enforcement official who has the responsibility of inspecting electrical installations in all types of construction of unlimited size and is built upon information presented in the Electrical Level I and Electrical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of Volume IV of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level III State examination for inspector certification.

Target Group: Level II Inspectors

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

ELC 3011 Level I Standard Course W 977
ELC 3012 Level II Standard Course W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, NC 27611-6337
Phone/Fax: 919-733-3901

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required
____ Fee required for instructor certification
____ Approval of facilities required
____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
X Certification of student grades to agency
X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Mechanical Level I Standard Course CE Prefix/No. MEC 3011 Program Code W 977

Curr. Prefix/No. _____ Program Code _____

This course is for X Continuing Education _____ Curriculum

Hours: Class 30 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 30

Description: The Mechanical Level I course is designed for the education and training of the Mechanical Level I code enforcement official who has the responsibility of inspecting residential and small commercial mechanical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of Volumes III and VI of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level I State examination for inspector certification.

Target Group: All persons eligible for becoming a mechanical inspector.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X

This course is one in a series of 3 courses. Other courses in this series are

MEC 3012	Level II Standard Course	W 977
MEC 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board

Address: P. O. Box 26387
Raleigh, N.C. 27611-6387

Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for _____ prelicensure _____ registry X certification

_____ Course is for renewal of _____ licensure _____ registry _____ certification

X Prior approval of course required X One time approval _____ Each time taught _____ How often

X Approval of institution required -- contact agency for forms

_____ Fee for approval of course required

X Approval of instructor required

_____ Instructor certification training required; _____ Fee required for instructor certification

_____ Approval of facilities required; _____ Fee required for approval of facilities

_____ Equipment/supplies required to teach course

X Certification of student grades to agency; X Certification of student hour attendance to agency

_____ College must collect fee from each student/submit to agency

_____ Other requirements institution performs to certify student completed course

X Periodic review/accreditation visit conducted by agency (how often) Random

_____ Record retention required (how long) _____

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Mechanical Level II Standard Course CE Prefix/No. MEC 3012 Program Code W 977
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 30 Lab ______ Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 30

Description: The Mechanical Level II course is designed for the education and training of the Mechanical Level II code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Mechanical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of Volumes III and VI of the North Carolina State Building Code and will be able to apply to Code in the inspection field. In addition, with the successful completion of the Mechanical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level II State examination for inspector certification.

Target Group: Mechanical Level I Inspectors or Persons Meeting Prequalification Requirements

Course Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

MEC 3011	Level I Standard Course	W 977
MEC 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required X One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
______ Record retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Mechanical Level III Standard Course CE Prefix/No. MEC 3013 Program Code W 977
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class 30 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 30

Description: The Mechanical Level III course is designed for the education and training of the Mechanical Level III code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction of unlimited size and is built upon information presented in the Mechanical Level I and Mechanical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of Volumes III and VI of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level III State examination for inspector certification.

Target Group: Level II Inspectors

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

MEC 3011	Level I Standard Course	W 977
MEC 3012	Level II Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, NC 27611-6387
Phone/Fax: 919-733-3901

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required
____ Fee required for instructor certification
____ Approval of facilities required
____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
X Certification of student grades to agency
X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Plumbing Level I Standard Course CE Prefix/No. PLU 3011 Program Code W 977
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class 30 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 30

Description: The Plumbing Level I course is designed for the education and training of the Plumbing Level I code enforcement official who has the responsibility of inspecting residential and small commercial plumbing installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of Volume II of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level I State examination for inspector certification.

Target Group: All persons eligible for becoming a plumbing inspector.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

PLU 3012	Levev II Standard Course	W 977
PLU 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

- X Course is for _____ prelicensure _____ registry X certification
- _____ Course is for renewal of _____ licensure _____ registry _____ certification
- X Prior approval of course required X One time approval _____ Each time taught _____ How often
- X Approval of institution required -- contact agency for forms
- _____ Fee for approval of course required
- X Approval of instructor required
- _____ Instructor certification training required; _____ Fee required for instructor certification
- _____ Approval of facilities required; _____ Fee required for approval of facilities
- _____ Equipment/supplies required to teach course
- X Certification of student grades to agency; X Certification of student hour attendance to agency
- _____ College must collect fee from each student/submit to agency
- _____ Other requirements institution performs to certify student completed course
- X Periodic review/accreditation visit conducted by agency (how often) Random
- _____ Record retention required (how long) _____
- X Prescribed Course of Study (course outlines or competencies) furnished by agency
- X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
- _____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Plumbing Level II Standard Course CE Prefix/No. PLU 3012 Program Code W 977
Curr. Prefix/No. ___ Program Code ___
This course is for X Continuing Education ___ Curriculum

Hours: Class 30 Lab ___ Shop/Clinical ___ Work Experience ___ Credits ___ Total Contact 30

Description: The Plumbing Level II course is designed for the education and training of the Plumbing Level II code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Plumbing Level I Standard Inspection course. Upon completion, course participants will have a better understanding of Volume II of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level II and the Law and Administration courses in conjunction with other educational and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level II State examination for inspector certification.

Target Group: Plumbing Level I Inspectors or Persons Meeting Prequalification Requirements

Course Outline/Manual Available from DCC ___; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

PLU 3011	Level I Standard Course	W 977
PLU 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P.O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

- X Course is for ___ prelicensure ___ registry X certification
- X Course is for renewal of ___ licensure ___ registry X certification
- X Prior approval of course required X One time approval ___ Each time taught ___ How often
- X Approval of institution required -- contact agency for forms
- ___ Fee for approval of course required
- X Approval of instructor required
- ___ Instructor certification training required; ___ Fee required for instructor certification
- ___ Approval of facilities required; ___ Fee required for approval of facilities
- ___ Equipment/supplies required to teach course
- X Certification of student grades to agency; X Certification of student hour attendance to agency
- ___ College must collect fee from each student/submit to agency
- ___ Other requirements institution performs to certify student completed course
- X Periodic review/accreditation visit conducted by agency (how often) Random
- ___ Record retention required (how long) ___
- X Prescribed Course of Study (course outlines or competencies) furnished by agency
- X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
- ___ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Plumbing Level III Standard Course **CE Prefix/No.** PLU 3013 **Program Code** W 977
Curr. Prefix/No. ______ **Program Code** ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 30 Lab ______ Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 30

Description: The Plumbing Level III course is designed for the education and training of the Plumbing Level III code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction of unlimited size and is built upon information presented in the Plumbing Level I and Plumbing Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of Volume II of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level III State examination for inspector certification.

Target Group: Level II Inspectors

Course Outline/Manual Available from DCC ______; **Available From Licensure/Certification Agency** X
This course is one in a series of 3 **courses. Other courses in this series are**

PLU 3011	Level I Standard Course	W 977
PLU 3012	Level II Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required X One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
______ Record retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Fire Inspection Level I Standard Course CE Prefix/No. FCE 3011 Program Code W 977

Curr. Prefix/No. _____ Program Code _____

This course is for X Continuing Education _____ Curriculum

Hours: Class 40 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 40

Description: The Fire Prevention Level I course is designed for the education and training of the Fire Prevention Level I code enforcement official who has the responsibility of inspecting existing buildings (excluding Highrise) in the following Occupancy Classifications: Business, Small Assembly, Mercantile, Residential, and Storage. Upon completion, course participants will have a better understanding of Volume V of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level I State examination for inspector certification.

Target Group: All persons eligible for becoming a fire prevention inspector

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** X

This course is one in a series of 3 **courses. Other courses in this series are**

FCE 3012	Level II Standard Course	W 977
FCE 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board

Address: P. O. Box 26387
Raleigh, N.C. 27611-6387

Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for _____ prelicensure _____ registry X certification

_____ Course is for renewal of _____ licensure _____ registry _____ certification

X Prior approval of course required X One time approval _____ Each time taught _____ How often

X Approval of institution required -- contact agency for forms

_____ Fee for approval of course required

X Approval of instructor required

_____ Instructor certification training required; _____ Fee required for instructor certification

_____ Approval of facilities required; _____ Fee required for approval of facilities

_____ Equipment/supplies required to teach course

X Certification of student grades to agency; X Certification of student hour attendance to agency

_____ College must collect fee from each student/submit to agency

_____ Other requirements institution performs to certify student completed course

X Periodic review/accreditation visit conducted by agency (how often) Random

_____ Record retention required (how long) _____

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Fire Inspection Level II Standard Course CE Prefix/No. FCE 3012 Program Code W 977
Curr. Prefix/No. ________ Program Code ______
This course is for X Continuing Education _____ Curriculum

Hours: Class 30 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 30

Description: The Fire Prevention Level II course is designed for the education and training of the Fire Prevention Level II code enforcement official who has the responsibility of inspecting existing buildings (excluding Highrise) in the following Occupancy Classifications: Business, Small Assembly, Large Assembly, Mercantile, Residential, Storage, Educational, and Industrial. Upon completion, course participants will have a better understanding of Volume V of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level II State examination for inspector certification.

Target Group: Building Level I Inspectors or Persons Meeting Prequalification Requirements

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are

FCE 3011	Level I Standard Course	W 977
FCE 3013	Level III Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
_____ Record retention required (how long) _____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Fire inspection Level III Standard Course CE Prefix/No. FCE 3013 Program Code W 977
Curr. Prefix/No. ________ Program Code ______
This course is for X Continuing Education ____ Curriculum

Hours: Class 30 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 30

Description: The Fire Prevention Level III course is designed for the education and training of the Fire Prevention Level III code enforcement official who has the responsibility of inspecting all existing buildings, including Highrise. Upon completion, course participants will have a better understanding of Volume V of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level III State examination for inspector certification.

Target Group: Level II Inspectors

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 3 **courses. Other courses in this series are**

FCE 3011	Level I Standard Course	W 977
FCE 3012	Level II Standard Course	W 977

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina Code Officials Qualification Board
Address: P. O. Box 26387
Raleigh, N.C. 27611-6387
Phone/Fax: (919) 733-3901

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ________ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
____ Record retention required (how long) ________
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Cosmetology Instructor Training I CE Prefix/No. COS 3004 **Program Code** 981
Curr. Prefix/No. COS 3004 **Program Code** V-009
This course is for X Continuing Education X Curriculum

Hours: Class 7 Lab 0 Shop/Clinical 0 Work Experience 0 Credits 7 Total Contact 77

Description:

A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor.

Target Group:

Licensed cosmetologists with at least six months experience.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 4 courses. Other courses in this series are
COS 3005 Cosmetology Instructor Training: Practicum I _____
COS 3022 Cosmetology Instructor Training _____
COS 3023 Cosmetology Instructor Training: Practicum II _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. State Board of Cosmetic Arts
Address: 1110 Navaho Drive
Raleigh, NC 27609
Phone/Fax: (919) 850-2793

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
X Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record retention required (how long) 10 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Cosmetology Instructor Training: Practicum I **CE Prefix/No.** COS 3005 **Program Code** 981
Curr. Prefix/No. COS 3005 **Program Code** V-009
This course is for X **Continuing Education** X **Curriculum**

Hours: Class 0 **Lab** 0 **Shop/Clinical** 30 **Work Experience** _____ **Credits** 10 **Total Contact** 330

Description:

This course will require the licensed cosmetologists to learn in-depth applications for teaching theory in the actual practice teaching of cosmetology. Emphasis is on practical demonstrations and clinical management under the direct supervision of the licensed cosmetology instructor.

Target Group:

Licensed cosmetologists with at least six months experience.

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** X
This course is one in a series of 4 **courses. Other courses in this series are**

COS 3004	Cosmetology Instructor Training	_____
COS 3022	Cosmetology Instructor Training	_____
COS 3023	Cosmetology Instructor Training: Practicum II	_____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. State Board of Cosmetic Arts
Address: 1110 Navaho Drive
Raleigh, NC 27609
Phone/Fax: (919) 850-2793

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
X Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record retention required (how long) 10 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Cosmetology Instructor Training II **CE Prefix/No.** COS 3022 **Program Code** 981
Curr. Prefix/No. COS 3022 **Program Code** V-009
This course is for X **Continuing Education** X **Curriculum**

Hours: Class 7 Lab 0 Shop/Clinical 0 Work Experience 0 Credits 7 Total Contact 77

Description:

A continuation of Cosmetology Instructor Training COS 3004 with emphasis on developing and conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations under the direct supervision of the licensed cosmetology instructor.

Target Group:

Licensed cosmetologists with at least six months experience.

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** X
This course is one in a series of 4 **courses. Other courses in this series are**

COS 3004	Cosmetology Instructor Training	______
COS 3005	Cosmetology Instructor Training: Practicum I	______
COS 3023	Cosmetology Instructor Training: Practicum II	______

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. State Board of Cosmetic Arts
Address: 1110 Navaho Drive
Raleigh, NC 27609
Phone/Fax: (919) 850-2793

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
X Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record retention required (how long) 10 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Cosmetology Instructor Training: Practicum II **CE Prefix/No.** COS 3023 **Program Code** 981
Curr. Prefix/No. COS 3023 **Program Code** V-009
This course is for X **Continuing Education** X **Curriculum**

Hours: Class 0 **Lab** 0 **Shop/Clinical** 30 **Work Experience** 0 **Credits** 10 **Total Contact** 330

Description:

A continuation of Cosmetology Instructor Training COS 3004, COS 3005 and COS 3022. This course will require in-depth applications of teaching theory in the actual practice of teaching of cosmetology, under the direct supervision of the licensed cosmetology instructor. Emphasis is on conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations. The cosmetology teacher trainee will compile a notebook of appropriate materials prepared by the trainer, e.g., lesson plans, examinations, and unit plans.

Target Group:

Licensed cosmetologists with at least six months experience.

Course Outline/Manual Available from DCC ____; **Available From Licensure/Certification Agency** X
This course is one in a series of 4 **courses. Other courses in this series are**

COS 3004	Cosmetology Instructor Training	
COS 3005	Cosmetology Instructor Training: Practicum I	
COS 3022	Cosmetology Instructor Training	

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. State Board of Cosmetic Arts
Address: 1110 Navaho Drive
Raleigh, NC 27609
Phone/Fax: (919) 850-2793

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
X Record retention required (how long) 10 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Manicurist Training CE Prefix/No. COS 3008 Program Code 981

Curr. Prefix/No. ______ Program Code ______

This course is for X Continuing Education _____ Curriculum

Hours: Class 3 Lab _____ Shop/Clinical 12 Work Experience _____ Credits 7 Total Contact 165

Description:

This manicurist training program provides a 150-hour course study for learning the skills needed to care for nails of the hands and feet as required by the North Carolina Board of Cosmetic Arts. The subject matter includes theory and practice in manicuring, nail building, and pedicuring. Employment opportunities exist in nail salons, beauty salons, and as sales persons. This program consists of one course.

Target Group:

Any person not enrolled in a cosmetology program.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of _____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. State Board of Cosmetic Arts
Address: 1110 Navaho Drive
Raleigh, NC 27609
Phone/Fax: (919) 850-2793

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for X prelicensure _____ registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
X Approval of facilities required; X Fee required for approval of facilities
_____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record retention required (how long) 10 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Basic Law Enforcement Training (BLET) CE Prefix/No. CJC 3701 Program Code W 967
Curr. Prefix/No. T - 189 Program Code ______
This course is for ______ Continuing Education X Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit 23-26 Total Contact 464

Description: The basic training course for law enforcement officers consist of instruction designed to provide the trainee with the skills and knowledge to perform those tasks essential to function as a law enforcement officer in North Corlina. Topic areas, minimum instructional hours for each topic, trainee admission requirements and course delivery standards are specified in 12 NCAC 9 and 12 NCAC 10. When the Basic Training for Law Enforcement Officers course (432 hours) is offered in conjunction with the Basic Law Law Enforcement Training for Deputies course (444 hours), a total of 464 instructional hours are required to provide instruction on all mandated topics. The Criminal Justice Standards Division is the lead agency for BLET course administration and trainee certification testing. Description data current as of June 1991. Written and performance testing are required.

Target Group: Law Enforcement Trainees

Course Outline/Manual Available from DCC NO ; Available From Licensure/Certification Agency YES
This course is one in a series of ______ courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)

Name:	Criminal Justice Standards Division	Sheriff's Standards Division
Address:	NC Department of Justice PO Box 149, Raleigh, NC 27602-0149	NC Department of Justice PO Drawer 629, Raleigh, NC 27602
Phone/Fax:	919-733-2530 / Fax 919-733-0135	919-733-9236 / FAX 919-733-0135

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for X prelicensure ______ registry X certification
X Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required X One time approval X Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ______ Fee required for instructor certification
X Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendence to agency
______ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Chemical Tests for Alcohol Instrument Maintenance Training
CE Prefix/No. CJC 3605 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 4 Lab 36 Shop/Clinical ______ Work Experience ______ Credit CEU Total Contact 40

Description: To be eligible to attend this course, the trainee must have satisfactorily completed Chemical Tests for Alcohol Operators Training. The course contains instruction on advanced theory and scientific principles of chemical breath-tests instruments, theory of the alcohol-breath simulator, instrument maintenance and repair techniques, and mixing alcohol-breath simulator solutions. Written and laboratory examinations are required.

Target Group: Law enforcement personnel who will maintain breath-alcohol testing instruments.

Course Outline/Manual Available from DCC no ; Available From Licensure/Certification Agency yes
This course is one in a series of no courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Chemical Tests for Alcohol Branch, NCDEHNR
Address: Post Office Box 27687
Raleigh, North Carolina 27611
Phone/Fax: 919-733-3225 / FAX 919-733-9575

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for X prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required ______ One time approval X Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ______ Fee required for instructor certification
X Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendence to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Chemical Tests for Alcohol Operators Training CE Prefix/No. CJC 3610 Program Code W 967
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class 42 Lab 25 Shop/Clinical ____ Work Experience ____ Credit CEU Total Contact 67

Description: Chemical Tests for Alcohol Operstors Training: The 67 hour operator course contains instruction on theory of chemical breath-test instruments, NC law pertaining to driving while impaired, Commission for Health Services breath-alcohol rules and regulations, testifying in court on chemical breath-tests, and simulated court practical exercises.

Chemical Tests for Alcohol Operators Re-Training: The 28 hour re-training course consist of a review of subjects taught in operators training, instruction on law and regulation changes, and instruction on new breath-test instruments.

Chemical Tests for Alcohol Operators Re-Certification Training: The 12 hour re-certification course is designed to validate operator skills in administering by standard chemical breath-tests.

Written and laboratory examinations are required in each course.

Target Group: Law enforcement personnel who will perform chemical alcohol breath-tests.

Course Outline/Manual Available from DCC no ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

CJC 3620	Chemical Tests for Alcohol Operators Re-Training	W 967
CJC 3630	Chemical Tests for Alcohol Operators Re-Cert. Tng	W 967

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Chemical Tests for Alcohol Branch, NCDEHNR
Address: Post Office Box 27687
Raleigh, North Carolina 27611
Phone/Fax: 919-733-3225 / FAX 919-733-9575

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for X prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval X Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendence to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) ____
X Record Retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Criminal Justice Instructor Training-General CE Prefix/No. CJC 3340 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for x Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 80

Description: The 80 hour instructor training course is required for general instructor certification. The general instructor training course is designed to provide the trainee with the skills and knowledge to perform the function of a criminal justice instructor. Topic areas, minimum instructional hours for each topic, trainee admission requirements and course delivery standards are specified in 12 NCAC 9 and 12 NCAC 10. Written and performance testing are required. This course is a prerequisite to other Criminal Justice Commission and Sheriffs' Commission specialty instructor courses offered by the North Carolina Justice Academy.

Target Group: Individuals seeking to become criminal justice instructors.

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency Yes
This course is one in a series of ______ courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Criminal Justice Standards Division
Address: NC Department of Justice
PO Box 149, Raleigh, NC 27602-0149
Phone/Fax: 919-733-2530 / FAX 919-733-0135

Information on Implementing Course Required by Licensure/Certification Agency
- x Course is for x prelicensure ______ registry x certification
- ______ Course is for renewal of ______ licensure ______ registry ______ certification
- x Prior approval of course required ______ One time approval x Each time taught ______ How often
- x Approval of institution required -- contact agency for forms
- ______ Fee for approval of course required
- x Approval of instructor required
- x Instructor certification training required; ______ Fee required for instructor certification
- x Approval of facilities required; ______ Fee required for approval of facilities
- x Equipment/supplies required to teach course
- x Certification of student grades to agency; x Certification of student hour attendence to agency
- ______ College must collect fee from each student/submit to agency
- x Other requirements institution performs to certify student completed course
- x Periodic review/accreditation visit conducted by agency (how often) ______
- x Record Retention required (how long) ______

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title In-Service Firearms Qual.-Dept. of Correction CE Prefix/No. CJC 3141 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for __X__ Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 8

Description: All Department of Correction personnel who are authorized to carry a firearm in the performance of departmental work assignments are required to qualify with their issued weapon(s) once each calendar year. Topic areas, minimum instructional requirements and course delivery standards for the 8 hours of instruction are specified by the Department of Correction. Performance testing is required.

Target Group: Department of Correction personnel who issues firearms.

Course Outline/Manual Available from DCC no ; Available From Licensure/Certification Agency yes
This course is one in a series of No courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Office of Staff Development and Training
Address: NC Department of Correction
240 West Morgan Street, Raleigh, NC 27603
Phone/Fax: 919-733-2731 / FAX 919-733-6627

Information on Implementing Course Required by Licensure/Certification Agency
___ Course is for ___ prelicensure ___ registry ___ certification
_x_ Course is for renewal of _x_ licensure ___ registry _x_ certification
_x_ Prior approval of course required ___ One time approval _x_ Each time taught ___ How often
_x_ Approval of institution required -- contact agency for forms
___ Fee for approval of course required
_x_ Approval of instructor required
_x_ Instructor certification training required; ___ Fee required for instructor certification
_x_ Approval of facilities required; ___ Fee required for approval of facilities
_x_ Equipment/supplies required to teach course
_x_ Certification of student grades to agency; _x_ Certification of student hour attendance to agency
___ College must collect fee from each student/submit to agency
_x_ Other requirements institution performs to certify student completed course
___ Periodic review/accreditation visit conducted by agency (how often) ___
_x_ Record Retention required (how long) ___
_x_ Prescribed Course of Study (course outlines or competencies) furnished by agency
___ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_x_ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title In-Service Firearms Qualification - LE Officers CE Prefix/No. CJC 3260 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for x Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact Varies

Description: All Criminal Justice Commission (12 NCAC 9) certified law enforcement officers are required to qualify with their individual and department-approved service handgun(s) a minimum of once each calendar year. All Sheriffs' Commission (12 NCAC 10) certified deputies who are authorized by the sheriff to carry a handgun are required to qualify a minimum of once each year with each handgun that the officer is authorized to carry while on duty. Topic areas, minimum instructional hours for each topic, trainee admission requirements and course delivery standards are specified in 12 NCAC 9 and 12 NCAC 10. Performance testing is required.

Target Group: Certified law enforcement officers/deputies

Course Outline/Manual Available from DCC Yes ; Available From Licensure/Certification Agency No
This course is one in a series of No courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)

Name:	Criminal Justice Standards Division	Sheriffs' Standards Division
Address:	NC Department of Justice	NC Department of Justice
	PO Box 149, Raleigh, NC 27602-0149	PO Drawer 629, Raleigh, NC 27602
Phone/Fax:	919-733-2530 / FAX 919-733-0135	919-733-9236 / FAX 919-733-0135

Information on Implementing Course Required by Licensure/Certification Agency

______ Course is for ______ prelicensure ______ registry ______ certification
x Course is for renewal of x licensure ______ registry x certification
x Prior approval of course required ______ One time approval x Each time taught ______ How often
x Approval of institution required -- contact agency for forms
______ Fee for approval of course required
x Approval of instructor required
x Instructor certification training required; ______ Fee required for instructor certification
x Approval of facilities required; ______ Fee required for approval of facilities
x Equipment/supplies required to teach course
x Certification of student grades to agency; x Certification of student hour attendence to agency
______ College must collect fee from each student/submit to agency
x Other requirements institution performs to certify student completed course
x Periodic review/accreditation visit conducted by agency (how often) ______

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Jailer Certification Course CE Prefix/No. CJC 3360 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for x Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 135

Description: The 135 hour jailer training course is required for jailer personnel and is designed to provide the trainee with the skills and knowledge necessary to perform those tasks considered essential to the administration and operation of a confinement facility. Topic areas, minimum instructional hours for each topic, trainee admission requirements and course delivery standards are specified in 12 NCAC 10. Written and performance testing are required.

Target Group: Law enforcement personnel seeking to become jailer certified.

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency Yes
This course is one in a series of No courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Sheriffs' Standards Division
Address: NC Department of Correction
PO Drawer 629, Raleigh, NC 27602
Phone/Fax: 919-733-9236 / FAX 919-733-0135

Information on Implementing Course Required by Licensure/Certification Agency
x Course is for x prelicensure ______ registry x certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
x Prior approval of course required ______ One time approval x Each time taught ______ How often
x Approval of institution required -- contact agency for forms
______ Fee for approval of course required
x Approval of instructor required
x Instructor certification training required; ______ Fee required for instructor certification
x Approval of facilities required; ______ Fee required for approval of facilities
x Equipment/supplies required to teach course
x Certification of student grades to agency; x Certification of student hour attendence to agency
______ College must collect fee from each student/submit to agency
x Other requirements institution performs to certify student completed course
x Periodic review/accreditation visit conducted by agency (how often) ______
x Record Retention required (how long) ______
x Prescribed Course of Study (course outlines or competencies) furnished by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Radar Operators Certification Training CE Prefix/No. CJC 3650 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for x Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 32

Description: The 32 hour radar operator course contains instruction designed to provide the trainee with the skills and knowledge to proficiently perform those tasks essential to function as a radar operator.

To become certified, law enforcement personnel must receive training on each type of speed enforcement equipment they will be required to operate. Periodic re-certification training is required.

Written and performance testing are required.

Target Group: Law enforcement personnel who will be required to operate the equipment

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency Yes
This course is one in a series of 7 courses. Other course in this series are

CJC 3651	Radar TD/SMI Operators Certification Training	W 967	(48 Hours)
CJC 3652	TD/SMI Operators Certification Training	W 967	(32 Hours)
CJC 3653	SMI Operators Supplemental Training	W 967	(2 Hours per add'l SMI instrument)
CJC 3654	Radar Operators Re-certification Training	W 967	(8 hours)
CJC 3655	Radar and TD/SMI Operators Re-certification Training	W 967	(13 Hours)
CJC 3656	TD/SMI Operators Re-certification Training	W 967	(8 Hours)

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Criminal Justice Standards Division
Address: NC Department of Justice
PO Box 149, Raleigh, NC 27602-0149
Phone/Fax: 919-733-2530 / FAX 919-733-0135

Information on Implementing Course Required by Licensure/Certification Agency
x Course is for x prelicensure ______ registry x certification
x Course is for renewal of x licensure ______ registry x certification
x Prior approval of course required ______ One time approval x Each time taught ______ How often
x Approval of institution required -- contact agency for forms
______ Fee for approval of course required
x Approval of instructor required
x Instructor certification training required; ______ Fee required for instructor certification
x Approval of facilities required; ______ Fee required for approval of facilities
x Equipment/supplies required to teach course
x Certification of student grades to agency; x Certification of student hour attendence to agency
______ College must collect fee from each student/submit to agency
x Other requirements institution performs to certify student completed course
x Periodic review/accreditation visit conducted by agency (how often) ______
x Record Retention required (how long) ______
x Prescribed Course of Study (course outlines or competencies) furnished by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Unarmed Self-Defense - DOC Basic Course CE Prefix/No. CJC 3521 Program Code W 967
Curr. Prefix/No. ______ Program Code ______
This course is for x Continuing Education ______ Curriculum

Hours: Class ____ Lab ____ Shop/Clinical ____ Work Experience ____ Credit ____ Total Contact 20

Description: The Department of Correction 20 hour Unarmed Self-Defense course provides the trainee with the basic self defense knowledge and skills which will help the trainee to handle violent inmates, withstand personal attacks, and work effectively in emergency situations. Written and performance testing are required.

The 8 hour annual retraining course reviews current unarmend self-defense practices and is designed to validate trainee skills. Performance testing is required.

Target Group: Department of Correction personnel who's job description require unarmed self-defense skills.

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency Yes
This course is one in a series of x courses. Other course in this series are

CJC 3522	Unarmed Self-Defense - DOC Annual Retraining	W 967

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Office of Staff Development and Training
Address: NC Department of Correction
240 West Morgan Street, Raleigh, NC 27603
Phone/Fax: 919-733-2731 / FAX 919-733-6627

Information on Implementing Course Required by Licensure/Certification Agency

x Course is for x prelicensure ____ registry x certification
x Course is for renewal of x licensure ____ registry x certification
x Prior approval of course required ____ One time approval x Each time taught ____ How often
x Approval of institution required -- contact agency for forms
____ Fee for approval of course required
x Approval of instructor required
x Instructor certification training required; ____ Fee required for instructor certification
x Approval of facilities required; ____ Fee required for approval of facilities
x Equipment/supplies required to teach course
x Certification of student grades to agency; x Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
x Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
x Record Retention required (how long) ____
x Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
x Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Basic Life Support - DOC In-Service Training CE Prefix/No. CJC 3702 Program Code W 967
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class ____ Lab ____ Shop/Clinical ____ Work Experience ____ Credit ____ Total Contact 4

Description: During 8 hours of basic their training, trainees are provided with basic knowledge and skills for emergency treatment of victims of injuries or sudden illnesses. Emphasis is on First-Aid in life-threatening situations including stopped breathing, heart attack, stroke, heavy bleeding, poisoning, and shock. Trainees are instructed in Cardiopulmonary Resuscitation (CPR) methods and the use of the standard Division of Prison face mask. Annually these personnel receive 4 hours retraining. CPR must be included in annual retraining.

Target Group: Department of Correction personnel who's job description require basic life support training.

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency Yes
This course is one in a series of No courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: Office of Staff Development and Training
Address: NC Department of Correction
240 West Morgan Street, Raleigh, NC 27603
Phone/Fax: 919-733-2731 / FAX 919-733-6627

Information on Implementing Course Required by Licensure/Certification Agency
____ Course is for ____ prelicensure ____ registry ____ certification
X Course is for renewal of X licensure ____ registry X certification
X Prior approval of course required ____ One time approval X Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
X Record Retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Public School Certificate Renewal Credit CE Prefix/No. EDU Program Code W548
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class _____ Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact _____

Description:

Courses in this area are designed to meet the continuing education requirements for personnel certified to work in public schools. Only courses or workshops that are specifically set up for renewal credit must be approved by the agency listed below. Regular college courses (not specifically set up for renewal credit) that public school personnel choose to take for their renewal credit do not have to be approved by the agency listed below.

Target Group: Certified personnel in school systems

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency _____
This course is one in a series of _____ courses. Other courses in this series are

__________ ______________________________ ______
__________ ______________________________ ______
__________ ______________________________ ______

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Division of Staff Development - N. C. Dept. of Public Instruction
Address: 116 West Edenton Street
Raleigh, NC 27603-1712
Phone/Fax: (919) 733-2095 / (919) 733-4762

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry _____ certification
X Course is for renewal of _____ licensure _____ registry X certification
X Prior approval of course required _____ One time approval _____ Each time taught Yearly How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Electrical Contractor License Renewal CE Prefix/No. ELC 3007 Program Code W 984
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class 24 Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 24

Description: Course outlines for four six-hour courses designed to meet the requirements for completion of update training prior to electrical contractor license renewal. Instruction is divided into units to provide flexibility in scheduling. Students may meet license renewal requirements by completing a single six-hour course each year, or any three of the four courses (for a total of 18 hours) within a three year period. These courses are designed to be offered through occupational extension clases in the North Carolina Community College System.

The content of the courses is focused on the most recent changes in the National Electric Code and on new materials and procedures adopted by the electrical contracting industry.

Target Group: All licensed electrical contractors

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency _____
This course is one in a series of 1 courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: North Carolina state Board of Examiners of Electrical Contractors
Address: 1200 Front Street, P.O. Box 18727
Raleigh, N.C. 27619
Phone/Fax: (919) 733-9042

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry _____ certification
X Course is for renewal of X licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) Random
_____ Record retention required (how long) _____
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Emergency Medical Advanced Intermediate CE Prefix/No. EMT 3034 Program Code W 330
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class/Lab 80 Shop/Clinical 72 Work Experience 72 Credits _____ Total Contact 224
These hours are above the 208 required at the EMT and intermediate levels.

Description: This is the sixth in a series of courses designed to train emergency personnel. The course covers EMT-AI roles and responsibilities, the respiratory system and airway management, pharmacology, the cardiovascular system, principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, management of cardiac dysrhythmias, respiratory/cardiac emergencies, communication skills, and a review of basic and advanced life support.

Target Group: All EMT-I's desiring to become advanced.

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency _____
This course is one in a series of 7 courses. Other courses in this series are

EMT 3025	Ambulance Attendant	W 330
EMT 3028	Emergency Medical Technician	W 330
EMT 3033	Emergency Medical Technician (Intermediate)	W 330
EMT 3031	Paramedic Training	W 330
EMT 3030	Emergency Medical First Responder	W 330
EMT 3035	Recertification (continuing education)	W 300

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008
Phone/Fax: (919)733-2285

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for _____ prelicensure _____ registry X certification
X Course is for renewal of _____ licensure _____ registry X certification
X Prior approval of course required _____ One time approval X Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; _____ Fee required for instructor certification
X Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) yearly
X Record retention required (how long) 2 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Emergency Medical Intermediate CE Prefix/No. EMT 3033 Program Code W 330
Curr. Prefix/No. ______ Program Code ______
This course is for __X__ Continuing Education _____ Curriculum

Hours: Class/Lab _____ Shop/Clinical 24 Work Experience 24 Credits _____ Total Contact 98
These hours are in addition to the 110 required EMT.

Description: This course is the fifth course in a series designed to train emergency personnel. This course covers roles and responsibilities, of the EMS systems/medical control, medical/legal consideration, medical terminology, EMS communications, patient assessment and initial management (including administering 50% Dextrose), airway management and ventilation, assessment and management of shock (including anaphylaxis) and Defibrillation (automatic/semi-automatic).

Target Group: All EMT's and EMT-D's desiring to move to the Intermediate Level

Course Outline/Manual Available from DCC __X__; Available From Licensure/Certification Agency _____
This course is one in a series of _____ courses. Other courses in this series are

EMT 3025	Ambulance Attendant	W 330
EMT 3030	Emergency Medical First Responder	W 330
EMT 3028	Emergency Medical Technician	W 330
EMT 3034	Emergency Medical Technician (Advanced)	W 330
EMT 3031	Paramedic Training	W 330
EMT 3035	Recertification (continuing education)	W 330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008
Phone/Fax: (919)733-2285

Information on Implementing Course Required by Licensure/Certification Agency

__X__ Course is for _____ prelicensure _____ registry __X__ certification
__X__ Course is for renewal of _____ licensure _____ registry __X__ certification
__X__ Prior approval of course required _____ One time approval __X__ Each time taught _____ How often
__X__ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
__X__ Approval of instructor required
__X__ Instructor certification training required; _____ Fee required for instructor certification
__X__ Approval of facilities required; _____ Fee required for approval of facilities
__X__ Equipment/supplies required to teach course
__X__ Certification of student grades to agency; __X__ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
__X__ Periodic review/accreditation visit conducted by agency (how often) yearly
__X__ Record retention required (how long) 2 years
__X__ Prescribed Course of Study (course outlines or competencies) furnished by agency
__X__ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
__X__ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Paramedic Training CE Prefix/No. EMT 3031 Program Code W 330
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class/Lab 262 Shop/Clinical 116 Work Experience 180 Credits ____ Total Contact 558
These are the minimum hours required above the 208 for the intermediate level.

Description: This is the seventh course in a series designed to train emergency personnel. This course covers two-way radio communication, performing and reading electrocardiograms; establishing intravenous lines in a peripheral vein; obtaining blood; administering parenteral, oral, sublingual, or topical medications; pulmonary ventilation with use of esophageal obturator airway, esophageal gastric tube airway, or endotracheal tube; defibrillation or cardioversion; gas or hand powered nebulizers; use positive and expiratory respirators; decompression of a pneumothorax; perform cricothyrotomy, perform gastric suction by intubation; urinary catherterization; and external cardiac pacing.

Target Group: All EMP-AI's desiring to become paramedics.

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency ____
This course is one in a series of 7 courses. Other courses in this series are

EMT 3030	Emergency Medical First Responder	W 330
EMT 3028	Emergency Medical Technician	W 330
EMT 3033	Emergency Medical Technician (Intermediate)	W 330
EMT 3034	Emergency Medical Technician (Advanced)	W 330
EMT 3035	Recertification (continuing education)	W 330
EMT 3025	Ambulance Attendant	W 330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, N. C. 27603-2008
Phone/Fax: (919) 733-2285

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval X Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
____ Approval of instructor required
X Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; ____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) yearly
X Record retention required (how long) 2 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Emergency Medical Technician CE Prefix/No. EMT 3028 Program Code W 330
Curr. Prefix/No. ______ Program Code ______
This course is for __X__ Continuing Education ______ Curriculum

Hours: Class/Lab 100 Shop/Clinical ______ Work Experience 10 Credits ______ Total Contact 110

Description: This is the third course in a series designed to train individuals to become emergency medical personnel. This course teaches performing patient assessments, basic life support techniques including airway management and CPR hemorrhage control, O2 administration, treating shock, bandaging/dressing, splinting, treating skull, spine, and chest injury, childbirthing, lifting/moving patients to medical facilities, treating exposure to cold/heat, and basic life support for medical emergencies. Application of military anti-shock trousers and extrication of patients from confined areas.

Target Group: All First Responders or Ambulance Attendants desiring to become EMT's.

Course Outline/Manual Available from DCC __X__; Available From Licensure/Certification Agency ______
This course is one in a series of 7 courses. Other courses in this series are

EMT 3025	Ambulance Attendant	W 330
EMT 3030	Emergency Medical First Responder	W 330
EMT 3033	Emergency Medical Technician (Intermediate)	W 330
EMT 3034	Emergency Medical Technician (Advanced)	W 330
EMT 3031	Paramedic Training	W 330
EMT 3035	Recertification (continuing education)	W 330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008
Phone/Fax: (919)733-2285

Information on Implementing Course Required by Licensure/Certification Agency

__X__ Course is for ______ prelicensure ______ registry __X__ certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
__X__ Prior approval of course required ______ One time approval __X__ Each time taught ______ How often
__X__ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
__X__ Approval of instructor required
__X__ Instructor certification training required; ______ Fee required for instructor certification
__X__ Approval of facilities required; ______ Fee required for approval of facilities
__X__ Equipment/supplies required to teach course
__X__ Certification of student grades to agency; __X__ Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
__X__ Periodic review/accreditation visit conducted by agency (how often) every year
__X__ Record retention required (how long) 2 years
__X__ Prescribed Course of Study (course outlines or competencies) furnished by agency
__X__ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
__X__ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Emergency Medical-Defibrillation CE Prefix/No. EMT 3029 Program Code W330

Curr. Prefix/No. ______ Program Code ______

This course is for X Continuing Education ______ Curriculum

Hours: Class/Lab 13 Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 13

This is in addition to 110 hours required in EMT.

Description: This is the fourth in a series of courses designed to train individuals to become emergency medical personnel. This course covers a review of CPR, cardiac arrest, ECG, defibrillation, v-tach, v-fib, operating defibrillators, standard operating procedures for the county, EMT-D protocol, extensive equipment operations, special situations in defbrillation, post resuscitation care and audit review.

Target Group: All EMT's desiring to become certified in defbrillation.

Course Outline/Manual Available from DCC X ; **Available From Licensure/Certification Agency** ______

This course is one in a series of 7 **courses. Other courses in this series are**

EMT 3030	First Responder	W330
EMT 3025	Ambulance Attendant	W330
EMT 3028	Emergency Medical Technician	W330
EMT 3033	Emergency Medical (Intermediate)	W330
EMT 3034	Emergency Medical Advanced (Intermediate)	W330
EMT 3031	Emergency Medical Paramedic	W330
EMT 3035	Emergency Medical Recertification	W330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services

Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008

Phone/Fax: (919) 733-2285

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure ______ registry X certification

X Course is for renewal of ______ licensure ______ registry X certification

X Prior approval of course required ______ One time approval X Each time taught ______ How often

X Approval of institution required -- contact agency for forms

______ Fee for approval of course required

X Approval of instructor required

X Instructor certification training required; ______ Fee required for instructor certification

X Approval of facilities required; ______ Fee required for approval of facilities

X Equipment/supplies required to teach course

X Certification of student grades to agency; X Certification of student hour attendance to agency

______ College must collect fee from each student/submit to agency

______ Other requirements institution performs to certify student completed course

X Periodic review/accreditation visit conducted by agency (how often) 1 year

X Record retention required (how long) 2 years

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Ambulance Attendant CE Prefix/No. EMT 3025 **Program Code** W 330
Curr. Prefix/No. ______ **Program Code** ______
This course is for X Continuing Education ______ Curriculum

Hours: Class/Lab 40 Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 40

Description: This is the second in a series of courses designed to train individuals to become emergency medical personnel. This course covers assisting the emergency medical technician to perform patient assessments, basic life support techniques including airway management and CPR, hemorrhage control, oxygen administration, treating shock, bandaging/dressing, splinting, skull, spine and chest injury, childbirthing, lifting/moving patients to medical facilities, treating exposure to cold/heat, and basic life support for medical emergencies.

Target Group: All persons desiring to become Ambulance Attendants in North Carolina.

Course Outline/Manual Available from DCC ______; **Available From Licensure/Certification Agency** X
This course is one in a series of 7 **courses. Other courses in this series are**

EMT 3030	Emergency Medical First Responder	W 330
EMT 3028	Emergency Medical Technician	W 330
EMT 3033	Emergency Medical Technician (Intermediate)	W 330
EMT 3034	Emergency Medical Technician (Advanced)	W 330
EMT 3031	Paramedic Training	W 330
EMT 3035	Recertification (continuing education)	W 330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008
Phone/Fax: (919) 733-2285

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ______ prelicensure X registry ______ certification
X Course is for renewal of ______ licensure X registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ______ Fee required for instructor certification
X Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) every year
X Record retention required (how long) 2 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title First Responder CE Prefix/No. EMT 3030 Program Code . W330

Curr. Prefix/No. _____ Program Code _____

This course is for X Continuing Education _____ Curriculum

Hours: Class/Lab 40 Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 40

Description: This is the first in a series of courses designed to train individuals to become emergency medical personnel. This course covers controlling the scene of an accident, gaining access to patients, evaluating scenes, obtaining information from bystanders or victims, performing a primary/secondary survey, performing triage, performing the ABCB's of emergency care, detecting and caring for shocks, burns, broken bones, poisoning, heart attack, shock, diabetic coma, insulin shock, seizures, exposure to heat and cold, assist in emergency childbirth, giving psychological support in crisis and performing transportation techniques.

Target Group: All persons desiring to assist EMT's.

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** X

This course is one in a series of 7 **courses. Other courses in this series are**

EMT 3025	Ambulance Attendant	W330
EMT 3028	Emergency Medical Technician	W330
EMT 3033	Emergency Medical Technician (Intermediate)	W330
EMT 3034	Emergency Medical Technician (Advanced)	W330
EMT 3031	Paramedic Training	W330
EMT 3035	Recertification (continuing education)	W330

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services

Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008

Phone/Fax: (919)733-2285

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure X registry _____ certification

_____ Course is for renewal of _____ licensure _____ registry _____ certification

_____ Prior approval of course required _____ One time approval X Each time taught _____ How often

X Approval of institution required -- contact agency for forms

_____ Fee for approval of course required

X Approval of instructor required

X Instructor certification training required; _____ Fee required for instructor certification

X Approval of facilities required; _____ Fee required for approval of facilities

X Equipment/supplies required to teach course

X Certification of student grades to agency; X Certification of student hour attendance to agency

_____ College must collect fee from each student/submit to agency

_____ Other requirements institution performs to certify student completed course

X Periodic review/accreditation visit conducted by agency (how often) every year

X Record retention required (how long) 2 years

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Recertification (Continuing Education) CE Prefix/No. EMT 3035 Program Code W330
Curr. Prefix/No. _____ Program Code _____
This course is for _____ Continuing Education _____ Curriculum

Hours: Class/Lab 96 Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 96

Description: This is a course designed to recertify the paramedic. The course is a hands on lecture/skills lab for reviewing and updating in the area of respiratory, medical, trauma, pharmacology, cardiology, pediatrics and obstetrics. All new policies and functions are reviewed and taught.

Target Group:

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 1 courses. Other courses in this series are

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Office of Emergency Medical Services
Address: Council Bldg., 701 Barbour Drive
Raleigh, NC 27603-2008
Phone/Fax: 919/733-2285

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry _____ certification
X Course is for renewal of _____ licensure _____ registry X certification
X Prior approval of course required _____ One time approval X Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
_____ Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) every year
X Record retention required (how long) 2 years
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Advanced Rescue Technician CE Prefix/No. RES 3002 Program Code W982

Curr. Prefix/No. ________ Program Code ____

This course is for X Continuing Education ____ Curriculum

Hours: Class 90 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact ____

Description: Advanaced rescue techniques and procedures

Prerequisite: Basic Rescue Technician

Target Group: Rescue Squad and Fire Department Personnel

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency X

This course is one in a series of 2 courses. Other courses in this series are

RES3001 Basic Rescue Technician ____

____ ________________________ ____

____ ________________________ ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: NC Fire and Rescue Commission
Address: P. O. Box 26387
Raleigh, NC 27611
Phone/Fax: (919) 733-5435

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
____ Prior approval of course required ____ One time approval ____ Each time taught ________ How often
____ Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required
____ Fee required for instructor certification
____ Approval of facilities required
____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency
X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ________
X Record retention required (how long) Until complete
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Basic Rescue Technician CE Prefix/No. RES 3001 Program Code W982

Curr. Prefix/No. ____ Program Code ____

This course is for X Continuing Education ____ Curriculum

Hours: Class 90 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact ____

Description: Introdcution to rescue techniques and procedures basic certification program

Prerequisite: None

Target Group: Rescue Squad Personnel/Fire Department Personnel

Course Outline/Manual Available from DCC X; Available From Licensure/Certification Agency X

This course is one in a series of 2 courses. Other courses in this series are

RES Advanced Rescue Technician ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: NC Fire and Rescue Commission
Address: P. O. Box 26387
Raleigh, NC 27611
Phone/Fax: (919) 733-5435

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
____ Prior approval of course required ____ One time approval ____ Each time taught ____ How often
____ Approval of institution required -- contact agency for forms
X Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required
____ Fee required for instructor certification
____ Approval of facilities required
____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency
X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
X Record retention required (how long) Until Completed
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Emergency Driving Technician CE Prefix/No. FIP 3042 Program Code W 982
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 12 Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 12

Description: Course teaches safe and proper driving techniques and habits for fire service apparatus drivers. A required portion of driver/operator certification.

Target Group: Fire Service Personnel

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP3049	Fire Apparatus - Pump Operations	W 982
FIP3050	Fire Apparatus - Aerial Operations	W 982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
______ Certification of student grades to agency; ______ Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) 10 yrs.
X Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Firefighter I CE Prefix/No. FIP 3040 Program Code W 982
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 85-120 Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact Varies

Description: Basic firefighting training for fire service personnel to comply with NFPA 1001 standards. Initial phase of 3 level certification.

Target Group: Fire Service Personnel

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP3043	Firefighter II	W982
FIP3044	Firefighter III	W982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) 10 yr.
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Firefighter II CE Prefix/No. FIP 3043 Program Code W 982
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class 60-110 Lab _____ Shop/Clinical _____ Work Experience _____ Credit _____ Total Contact Varies

Description: Intermediate level training for Fire Service Personnel to comply with NFPA 1001 standards. Second level of 3 level certification.

Target Group:

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP3040	Firefighter I	W982
FIP3044	Firefighter III	W982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
_____ Prior approval of course required _____ One time approval _____ Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record Retention required (how long) 10 yr.
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Firefighter III CE Prefix/No. FIP 3044 Program Code W 982
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class 50-80 Lab _____ Shop/Clinical _____ Work Experience _____ Credit _____ Total Contact Varies

Description: Advanced level of training for Fire Service Personnel to comply with NFPA 1001 standards.
Third level of 3 level certification.

Target Group: Fire Service Personnel

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP3040	Firefighter I	W 982
FIP3043	Firefighter II	W 982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
_____ Prior approval of course required _____ One time approval _____ Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
X Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record Retention required (how long) 10 yr.
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Fire Instructor Teaching Methods CE Prefix/No. FIP 3025 Program Code W 982
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 36-40 Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact Varies

Description: Educational Methodology training for Fire Instructor Certification.

Target Group: Fire Service Personnel.

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of ______ courses. Other course in this series are

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) 10 yr.
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Fire Apparatus - Aerial Operations CE Prefix/No. FIP 3049 Program Code W 982
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 12 Lab ______ Shop/Clinical ______ Work Experience ______ Credit ______ Total Contact 12

Description: Trains Fire Service Personnel on proper use and techniques for aerial apparatus. A required course portion for driver/operator (if Fire Department has aerial equipment).

Target Group: Fire Training Personnel

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP 3050	Fire Apparatus - Pump Operations	W 982
FIP 3042	Emergency Driving Technician	W 982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record Retention required (how long) 10 yrs.
X Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE

AND/OR

CERTIFICATION IS REQUIRED

Course Title Fire Apparatus - Pump Operations CE Prefix/No. FIP 3050 Program Code W 982
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class 12 Lab _____ Shop/Clinical _____ Work Experience _____ Credit _____ Total Contact 12

Description: Trains fire service personnel on the fire pump operation, maintenance, and testing. A required portion of driver/operator standard.

Target Group: Fire Service Personnel

Course Outline/Manual Available from DCC yes ; Available From Licensure/Certification Agency yes
This course is one in a series of 3 courses. Other course in this series are

FIP 3042	Emergency Driving Technician	W 982
FIP 3049	Fire Apparatus - Aerial Operations	W 982

Agency for Licensure Certification: (C. C. contact this agency for complete information.)
Name: North Carolina Fire and Rescue Commission
Address: 111 Seaboard Avenue
Raleigh, North Carolina 27611
Phone/Fax: 919-733-5435 / FAX 919-733-9076

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for _____ prelicensure _____ registry X certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
_____ Prior approval of course required _____ One time approval _____ Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
X Instructor certification training required; no Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
X Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record Retention required (how long) 10 yr.
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title First Aid CE Prefix/No. SAF 3004 Program Code W338
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class/Lab 8 Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 8

Description: This course is taught using the American Red Cross guidelines. It trains an individual to provide immediate care to the injured or suddenly ill person until competent medical care is available. The course covers victim assessment, basic life support, shock, bleeding and wounds, body injury, poisoning, burns, cold/heat injuries; bone, joint and muscle injuries, medical emergencies, first aid skills; and, moving and rescuing victims.

Target Group: Any person desiring to become certified in First Aid.

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 1 courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: American Red Cross
Address: 100 N. Peartree Lane
Raleigh, NC 27610
Phone/Fax: 919/833-3014

Information on Implementing Course Required by Licensure/Certification Agency
X Course is for ____ prelicensure ____ registry X certification
X Course is for renewal of ____ licensure ____ registry X certification
X Prior approval of course required ____ One time approval ____ Each time taught ____ How often
____ Approval of institution required -- contact agency for forms
____ Fee for approval of course required
____ Approval of instructor required
X Instructor certification training required; X Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) 1 year
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Cardiopulmonary Resuscitation CE Prefix/No. SAF 3005 Program Code W338
Curr. Prefix/No. ______ Program Code ______
This course is for __X__ Continuing Education _____ Curriculum

Hours: Class/Lab __8__ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact __8__

Description: This course is designed to teach one person, two persons, and infant artificial ventilation and circulation of heart and lungs. The latest American Heart Association guidelines are followed.

Target Group: All persons desiring to become certified in CPR.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency __X__
This course is one in a series of __1__ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name:	American Heart Association or	American Red Cross
Address:	4208 Six Forks Road	100 N. Peartree Lane
	Raleigh, NC 27614	Raleigh, NC 27610
Phone/Fax:	919/787-7853	919/833-3014

Information on Implementing Course Required by Licensure/Certification Agency

__X__ Course is for _____ prelicensure _____ registry __X__ certification
__X__ Course is for renewal of _____ licensure _____ registry __X__ certification
_____ Prior approval of course required __X__ One time approval _____ Each time taught _______ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
_____ Approval of instructor required
__X__ Instructor certification training required; __X__ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
__X__ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _______
_____ Record retention required (how long) 1 year
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Funeral Service CE Prefix/No. FSE Program Code W 981
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class _____ Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 5

Description:

Course(s) will provide training in new developments related to mortuary science, including new techniques, scientific and clinical advances, and the achievements of research. Course(s) may also teach skills that may not have been learned before in practice or in college and may review skills that have been forgotten or that have become inexpert because of lack of use. Courses must be related to serving and protecting the public health, safety, and welfare.

Target Group: Funeral Directors

Course Outline/Manual Available from DCC No ; Available From Licensure/Certification Agency No
This course is one in a series of _____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: NC State Board of Mortuary Science
Address: 412 N. Wilmington St.
Raleigh, NC 27601
Phone/Fax: (919) 733-9380

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry _____ certification
X Course is for renewal of X licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval X Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; X Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
X Record retention required (how long) 1 year
X Prescribed Course of Study (course outlines or competencies) furnished by agency (guidelines)
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Life Accident & Health CE Prefix/No. INS 3307 Program Code W224
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 12

Description:

Courses in this area are designed to meet continuing education requirements for licensed life, accident, and health agents and brokers. Course content must include a mandatory statute and rule update as well as appropriate subject matter related to life, accident and health insurance.

Target Group:

Licensed life, accident and health insurance agents and brokers

Course Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Department of Insurance
Address: 430 N. Salisbury Street
Raleigh, NC 27603
Phone/Fax:

Information on Implementing Course Required by Licensure/Certification Agency

______ Course is for ______ prelicensure ______ registry ______ certification
______ Course is for renewal of X licensure ______ registry ______ certification
X Prior approval of course required ______ One time approval ______ Each time taught Yearly How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
______ Certification of student grades to agency; ______ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
______ Record retention required (how long) ______
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Fire & Casualty CE Prefix/No. INS 3308 Program Code W224
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credits 3-12 Total Contact 12

Description:

Courses in this area are designed to meet continuing education requirements for licensed fire and casualty agents and brokers. Course content must include mandatory statute and rule update as well as appropriate subject matter in the fire and casualty area.

Target Group:

Licensed fire and casualty insurance agents and brokers

Course Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Department of Insurance
Address: 430 N. Salisbury Street
Raleigh, NC 27603
Phone/Fax: ______

Information on Implementing Course Required by Licensure/Certification Agency
______ Course is for ______ prelicensure ______ registry ______ certification
______ Course is for renewal of X licensure ______ registry ______ certification
X Prior approval of course required ______ One time approval ______ Each time taught Yearly How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
______ Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
______ Certification of student grades to agency; ______ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
______ Record retention required (how long) ______
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Accident and Health CE Prefix/No. INS Program Code W224
Curr. Prefix/No. _____ Program Code _____
This course is for X Continuing Education _____ Curriculum

Hours: Class _____ Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact 12

Description:

Courses in this area are designed to meet continuing education requirements for licensed accident and health agents and brokers. Course content must include mandatory statute and rule update as well as appropriate subject matter in the accident and health area.

Target Group:

Licensed accident and health insurance agents and brokers

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** _____
This course is one in a series of _____ **courses. Other courses in this series are**

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Department of Insurance
Address: 430 N. Salisbury Street
Raleigh, NC 27603
Phone/Fax: _____

Information on Implementing Course Required by Licensure/Certification Agency
_____ Course is for _____ prelicensure _____ registry _____ certification
_____ Course is for renewal of X licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval _____ Each time taught Yearly How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Life and Health CE Prefix/No. INS 3307 Program Code W224

Curr. Prefix/No. INS Program Code T-128

This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 2 Shop/Clinical 0 Work Experience 0 Credits 5 Total Contact 55*

* minimum of 40 hrs.
required by statute

Description:

Study of life, accident and health insurance products -- including policy provisions and options. North Carolina Statutes pertinent to life, accident, and health insurance are also covered.

Target Group: Insurance agents and brokers

Course Outline/Manual Available from DCC ____; **Available From Licensure/Certification Agency** ____

This course is one in a series of ____ **courses. Other courses in this series are**

____ Property and Casualty ____

____ ____ ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Department of Insurance
Address: 430 N. Salisbury Street
Raleigh, NC 27603
Phone/Fax: ____

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for X prelicensure ____ registry ____ certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
X Record retention required (how long) 3 years
____ Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Property and Casualty CE Prefix/No. INS 3308 Program Code W224
Curr. Prefix/No. INS Program Code T-128
This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 2 Shop/Clinical 0 Work Experience 0 Credits 5 Total Contact 55*
* minimum of 40 hrs.
required by statute

Description:

Study of fire insurance, automobile insurance, business interruption and other consequential loss insurance, marine insurance, and liability and other lines of casualty insurance with principal emphasis on contract provisions and analysis.

Target Group: Insurance agents and brokers

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency _____
This course is one in a series of _____ courses. Other courses in this series are
__________ Life, Accident and Health ______
__________ ______________________________ ______

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Department of Insurance
Address: 430 N. Salisbury Street
Raleigh, NC 27603
Phone/Fax: ______________________________

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for X prelicensure _____ registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught _________ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) __________
X Record retention required (how long) 3 years
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Nursing Assistant I   CE Prefix/No. NUR 3023   Program Code W-337
Curr. Prefix/No. NUR 3023   Program Code V-072
This course is for X Continuing Education X Curriculum

Hours: Class 22 Lab 22 Shop/Clinical 66 Work Experience _____ Credits 5 Total Contact 110-120
(75-120)
(40 Clinical)

Description:

The Nursing Assistant I Course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including the mental, social and physical needs of the elderly. A skills/competency evaluation is required for determining student competency. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals and home health agencies. Upon satisfactory completion of the course and the skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Board of Nursing.

Prerequisite: NONE

Target Group: Nursing Assistant I, Homemaker/Home Health Aides, and In-Home Aides III for Nurse Aide Registry

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency _____
This course is one in a series of _____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Division of Facility Services
Address: 701 Barbour Drive
Raleigh, North Carolina 27603-2008
Phone/Fax: (919) 733-2342 FAX (919) 733-2757

Information on Implementing Course (items checked are required for this course)

X Course is for _____ prelicensure X registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required X One time approval _____ Each time taught 2 years How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required
_____ Fee required for instructor certification
X Approval of facilities required
_____ Fee required for approval of facilities
X Equipment/supplies required to teach course
_____ Certification of student grades to agency
_____ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) 2 years
X Record retention required (how long) permanent
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Nursing Assistant II CE Prefix/No. NUR 3024 Program Code W-337
Curr. Prefix/No. NUR 3024 Program Code V-072
This course is for X Continuing Education X Curriculum

Hours: Class 33 Lab 44 Shop/Clinical 99 Work Experience ____ Credits 8 Total Contact 176
(80-Theory + 80-Clinical)

Description:
Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catheterizations, irrigations, and care of established ostomies. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the N.C. Board of Nursing.

Prerequisite: Successful completion of Nursing Assistant I (NUR 3023) or a Board of Nursing approved Nursing Assistant course.

Target Group: Nursing Assistants I, Homemaker/Home Health Aides, In-Home Aides III listed on N.C. Nurse Aide Registry.

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency ____
This course is one in a series of 2 courses. Other courses in this series are

NUR 3023	Nursing Assistant I (Required)	3-4-9-8

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N.C. BOARD OF NURSING
Address: P.O. BOX 2129
RALEIGH, N.C. 27602-2129
Phone/Fax: (919) 782-7499 FAX (919) 781-9461

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure X registry ____ certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught 2 years How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) 2 years
X Record retention required (how long) permanent
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title NURSING ASSISTANT III (Nursing Assistant I Refresher Course with Competency Evaluation)
CE Prefix/No. NUR 3022 Program Code W-337
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class 15 Lab ____ Shop/Clinical ____ Work Experience ____ Credits 0 Total Contact 15

Description:

The competency evaluaton refresher course/program provides an opportunity for nursing assistants to update their knowledge of personal care and basic nursing skills needed for caring for the elderly. Upon satisfactory completion of a written examination and a skill/competency evaluation, the graduate is eligible to make application for listing on the Nurse Aide Registry by the North Carolina Board of Nursing.

Prerequisite: Approval by the Nursing Instructor

Target Group: Employed, experienced Nursing Assistants, Homemaker/Home Health Aides, and In-Home Aides who meet state and federal regulations for competency evaluation training and testing.

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency ____
This course is one in a series of ____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: Division of Facility Services
Address: 701 Barbour Drive
Raleigh, North Carolina 27603-2008
Phone/Fax: (919) 733-2342 FAX (919) 733-2757

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure X registry ____ certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught 2 years How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required
____ Fee required for instructor certification
X Approval of facilities required
____ Fee required for approval of facilities
X Equipment/supplies required to teach course
____ Certification of student grades to agency
____ Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) 2 years
X Record retention required (how long) permanent
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Practical Nursing Concepts for Medical Corpsmen CE Prefix/No. NUR 3052 Program Code W-337
Curr. Prefix/No. NUR 3052 Program Code V-038
This course is for X Continuing Education X Curriculum
100-
Hours: Class 51+ Lab ____ Shop/Clinical 57+ Work Experience 0 Credits 6-7 Total Contact 120

Description:

This course provides basic nursing concepts and skills for medical corpsmen who plan to establish eligibility for taking the National Council Licensure Examination for Practical Nursing (NCLEX-PN). Emphases are on legal scope of nursing practice, nursing process, nutrition, and nursing care for the childbearing family and children. Prerequisite/corequisite: Human Life Span Growth and Development Course (3-5 credits)

Prerequisite/Corequisite: Human Life Span Growth and Development (3-5 hours)

Target Group: Medical Corpsmen

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency ____
This course is one in a series of 1 courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N.C. BOARD OF NURSING
Address: P.O. BOX 2129
RALEIGH, N.C. 27602-2129
Phone/Fax: (919) 782-3211 FAX (919) 781-9461

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure X registry ____ certification
X Course is for renewal of ____ licensure X registry ____ certification
X Prior approval of course required X One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms (only colleges approved for offering (V038) or approved by NCBN.)
____ Fee for approval of course required
____ Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
X Equipment/supplies required to teach course
____ Certification of student grades to agency; X Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) ____
X Record retention required (how long) permanent
X Prescribed Course of Study (course outlines or competencies) furnished by agency (DCC)
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE AND/OR CERTIFICATION IS REQUIRED

Course Title RN Refresher CE Prefix/No. NUR 3034 Program Code · W-337
Curr. Prefix/No. ______ Program Code ______
This course is for ______ Continuing Education ______ Curriculum

Hours: Class 120 Lab ______ Shop/Clinical 120 Work Experience ______ Credits ______ Total Contact 240

Description:

This course is designed to enable the inactive registered nurse to review and update nursing knowledge and skills related to planning and providing nursing care to patients with medical and surgical conditions. On completion of the course, the participant will be eligible for reentry into nursing practice.

Prerequisite: None.

Target Group: Registered Nurses.

Course Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N.C. BOARD OF NURSING
Address: P.O. BOX 2129
RALEIGH, N.C. 27602-2129
Phone/Fax: (919) 782-7499 FAX (919) 781-9461

Information on Implementing Course Required by Licensure/Certification Agency

______ Course is for ______ prelicensure ______ registry ______ certification
X Course is for renewal of X licensure ______ registry ______ certification
X Prior approval of course required X One time approval ______ Each time taught 2 years How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
X Approval of facilities required; ______ Fee required for approval of facilities
X Equipment/supplies required to teach course
______ Certification of student grades to agency; ______ Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record retention required (how long) permanent
X Prescribed Course of Study (course outlines or competencies) furnished by agency
X Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE AND/OR CERTIFICATION IS REQUIRED

Course Title LPN Refresher CE Prefix/No. NUR 3046 Program Code W-337

Curr. Prefix/No. _____ Program Code _____

This course is for _____ Continuing Education _____ Curriculum

Hours: Class 90 Lab _____ Shop/Clinical 90 Work Experience _____ Credits _____ Total Contact 180

Description:

This course is designed to enable the inactive licensed practical nurse (LPN) to review and update nursing knowledge and skills related to common approaches to management of common medical-surgical conditions. On completion of the course, the participant will be eligible for reentry into nursing practice.

Prerequisite: None.

Target Group: Licensed Practical Nurses.

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency _____

This course is one in a series of _____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N.C. BOARD OF NURSING

Address: P.O. BOX 2129

RALEIGH, N.C. 27602-2129

Phone/Fax: (919) 782-7499 FAX (919) 781-9461

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry _____ certification

X Course is for renewal of X licensure _____ registry _____ certification

X Prior approval of course required X One time approval _____ Each time taught 2 years How often

X Approval of institution required -- contact agency for forms

_____ Fee for approval of course required

X Approval of instructor required

_____ Instructor certification training required; _____ Fee required for instructor certification

X Approval of facilities required; _____ Fee required for approval of facilities

X Equipment/supplies required to teach course

_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency

_____ College must collect fee from each student/submit to agency

X Other requirements institution performs to certify student completed course

_____ Periodic review/accreditation visit conducted by agency (how often) _____

X Record retention required (how long) permanent

X Prescribed Course of Study (course outlines or competencies) furnished by agency

X Correspondence must include appropriate course/curriculum numbers and agency approval numbers

X Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Activity Coordinator CE Prefix/No. PML Program Code 3100
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class 42 Lab ______ Shop/Clinical ______ Work Experience 6 Credits ______ Total Contact 48

Description: A 48 contact hour course designed to certify activity coordinators employed in adult and long-term care homes. A certificate of completion is issued to the students who successfully complete the course.

Prerequisite: GED or high school graduate. Within 18 months of employment or assignment to the position, the activity coordinator must complete this approved course.

Target Group: Activity coordinators for group homes.

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: Division of Facility Services
Address: 701 Barbour Drive
Raleigh, NC 27603
Phone/Fax: (919) 733-2855

Information on Implementing Course (items checked are required for this course)

X Course is for ______ prelicensure ______ registry X certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
______ Prior approval of course required ______ One time approval ______ Each time taught ______ How often
______ Approval of institution required -- contact agency for forms
______ Fee for approval of course required
______ Approval of instructor required
______ Instructor certification training required
______ Fee required for instructor certification
______ Approval of facilities required
______ Fee required for approval of facilities
X Equipment/supplies required to teach course
______ Certification of student grades to agency
X Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record retention required (how long) 3 years
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title ___Opticianry___ CE Prefix/No. _______ Program Code _______

Curr. Prefix/No. _______ Program Code _______

This course is for _X_ Continuing Education _____ Curriculum

Hours: Class _8_ Lab _____ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact _8_

Description: NOTE: There is no prescribed course. The college must contact the Opticianry Board for prior approval of proposed course.

Prerequisite: Must hame current license which is to be renewed.

Target Group:

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency _____

This course is one in a series of _____ courses. Other courses in this series are

_____ __________________________ _____

_____ __________________________ _____

_____ __________________________ _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N.C. Board of Opticians

Address: 412 N. Wilmington St.
Raleigh, NC 27601

Phone/Fax: (919) 733-9321

Information on Implementing Course (items checked are required for this course)

_____ Course is for _____ prelicensure _____ registry _____ certification

_X_ Course is for renewal of _X_ licensure _____ registry _____ certification

_X_ Prior approval of course required _____ One time approval _X_ Each time taught _____ How often

_X_ Approval of institution required -- contact agency for forms

_____ Fee for approval of course required

_____ Approval of instructor required

_____ Instructor certification training required

_____ Fee required for instructor certification

_____ Approval of facilities required

_____ Fee required for approval of facilities

_X_ Equipment/supplies required to teach course

_____ Certification of student grades to agency

_____ Certification of student hour attendance to agency

_____ College must collect fee from each student/submit to agency

_____ Other requirements institution performs to certify student completed course

_____ Periodic review/accreditation visit conducted by agency (how often) _____

_____ Record retention required (how long) _____

_____ Prescribed Course of Study (course outlines or competencies) furnished by agency

_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers

_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Fundamentals of Real Estate CE Prefix/No. DMK 3501 DMK 3502 Program Code W227
Curr. Prefix/No. RLS Program Code T-166
This course is for X Continuing Education X Curriculum

Hours: Class 6 Lab 0 Shop/Clinical ____ Work Experience ____ Credits 6 Total Contact 66

Description:

This course consists of instruction in basic real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, taxation and mathematics. Also included is instruction on construction, land use, property insurance, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Commission.

Target Group:

Prospective real estate salemen and brokers

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 4 courses. Other courses in this series are

____ Real Estate Law ____
____ Real Estate Finance ____
____ Real Estate Brokerage Operations ____

gency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

____ Course is for X prelicensure ____ registry ____ certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval ____ Each time taught Odd numbered years How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Real Estate Brokerage Operations CE Prefix/No. DMK 3504 Program Code W227
Curr. Prefix/No. RLS Program Code T-166
This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical _____ Work Experience _____ Credits 3 Total Contact 33

Description:

This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations.

Target Group:

Prospective real estate salesmen and brokers

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 4 courses. Other courses in this series are

Fundamentals of Real Estate
Real Estate Law
Real Estate Finance

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for X prelicensure _____ registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval _____ Each time taught Odd numbered years How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Real Estate Finance CE Prefix/No. DMK 3505 Program Code W227
Curr. Prefix/No. RLS Program Code T-166
This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical ___ Work Experience ___ Credits 3 Total Contact 33

Description:

This course consists of advanced-level instruction on the subject of financing real estate transactions, including historical development of real estate financing, sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, and finance and appraisal mathematics.

Target Group:

Prospective real estate salesmen and brokers

Course Outline/Manual Available from DCC ___; Available From Licensure/Certification Agency X
This course is one in a series of 4 courses. Other courses in this series are

Fundamentals of Real Estate
Real Estate Law
Real Estate Brokerage Operations

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency
___ Course is for X prelicensure ___ registry ___ certification
___ Course is for renewal of ___ licensure ___ registry ___ certification
X Prior approval of course required ___ One time approval ___ Each time taught ___ How often
X Approval of institution required -- contact agency for forms
___ Fee for approval of course required
X Approval of instructor required
___ Instructor certification training required; ___ Fee required for instructor certification
___ Approval of facilities required; ___ Fee required for approval of facilities
___ Equipment/supplies required to teach course
___ Certification of student grades to agency; ___ Certification of student hour attendance to agency
___ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
___ Periodic review/accreditation visit conducted by agency (how often) ___
___ Record retention required (how long) ___
X Prescribed Course of Study (course outlines or competencies) furnished by agency
___ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
___ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Real Estate Law CE Prefix/No. DMK 3506 Program Code . W227

Curr. Prefix/No. RLS Program Code T-166

This course is for X Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical ____ Work Experience ____ Credits 3 Total Contact 33

Description:

This course consists of advanced-level instruction in real property ownership and interests, transfer of title of real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, closing real estate transactions, federal income taxation of real estate, the North Carolina Real Estate License Law, Rules/Regulations of the North Carolina Real Estate Commission, the Commission's "Trust Account Guidelines", and basic securities law aspects of real estate transactions.

Target Group:

Prospective real estate salesmen and brokers

Course Outline/Manual Available from DCC ____; **Available From Licensure/Certification Agency** X

This course is one in a series of 4 **courses. Other courses in this series are**

____ Fundamentals of Real Estate ____
____ Real Estate Finance ____
____ Real Estate Brokerage Operation ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

____ Course is for X prelicensure ____ registry ____ certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval ____ Each time taught Odd numbered years How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Introduction to Real Estate Appraisal (R-1) **CE Prefix/No.** ______ **Program Code** ______
Curr. Prefix/No. RLS **Program Code** T-224
This course is for ____ **Continuing Education** X **Curriculum**

Hours: Class 3 **Lab** 0 **Shop/Clinical** ____ **Work Experience** ____ **Credits** 3 **Total Contact** 33

Description:

This course introduces the student to the subject of real estate appraisal and prepares the student for the R-2 course on "Valuation Principles and Procedures". It begins with coverage of basic real property law, followed by coverage of the various concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.

Target Group:

Prospective "state-licensed" appraisers

Course Outline/Manual Available from DCC ____; **Available From Licensure/Certification Agency** X
This course is one in a series of 3 **courses. Other courses in this series are**
____ Valuation Principles and Procedures (R-2) ____
____ Applied Residential Property Valuation (R-3) ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

- ____ Course is for X prelicensure ____ registry ____ certification
- ____ Course is for renewal of ____ licensure ____ registry ____ certification
- X Prior approval of course required ____ One time approval ____ Each time taught Odd numbered years How often
- X Approval of institution required -- contact agency for forms
- ____ Fee for approval of course required
- X Approval of instructor required
- ____ Instructor certification training required; ____ Fee required for instructor certification
- ____ Approval of facilities required; ____ Fee required for approval of facilities
- ____ Equipment/supplies required to teach course
- ____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
- ____ College must collect fee from each student/submit to agency
- X Other requirements institution performs to certify student completed course
- ____ Periodic review/accreditation visit conducted by agency (how often) ______
- ____ Record retention required (how long) ______
- X Prescribed Course of Study (course outlines or competencies) furnished by agency
- ____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
- ____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE AND/OR CERTIFICATION IS REQUIRED

Course Title Valuation Principles and Procedures (R-2) CE Prefix/No. _____ Program Code _____
Curr. Prefix/No. RLS Program Code T-224
This course is for _____ Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical _____ Work Experience _____ Credits 3 Total Contact 33

Description:

This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into thorough coverage of the sales comparison approach, followed by site valuation methods used to appraise residential 1-4 unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally, the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value.

Target Group:

Prospective "state-licensed" appraisers

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are
_____ Introduction to Real Estate Appraisal (R-1) _____
_____ Applied Residential Property Valuation (R-3) _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency
_____ Course is for X prelicensure _____ registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval _____ Each time taught Odd numbered How often
X Approval of institution required -- contact agency for forms years
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Applied Residential Property Valuation (R-3) **CE Prefix/No.** _____ **Program Code** _____
Curr. Prefix/No. RLS **Program Code** T-224
This course is for _____ **Continuing Education** X **Curriculum**

Hours: Class 3 **Lab** 0 **Shop/Clinical** _____ **Work Experience** _____ **Credits** 3 **Total Contact** 33

Description:

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures to the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the URAR form. Instruction is then provided on various special considerations in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

Target Group:

Prospective "state-licensed" appraisers

Course Outline/Manual Available from DCC _____; **Available From Licensure/Certification Agency** X
This course is one in a series of 3 **courses. Other courses in this series are**
_____ Introduction to Real Estate Appraisal (R-1) _____
_____ Valuation Principles and Procedures (R-2) _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency
_____ Course is for X prelicensure _____ registry _____ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval _____ Each time taught Odd numbered How often
X Approval of institution required -- contact agency for forms years
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
_____ Equipment/supplies required to teach course
_____ Certification of student grades to agency; _____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Introduction to Income Property Appraisal (G-1) CE Prefix/No. ______ Program Code ______
Curr. Prefix/No. RLS Program Code T-224
This course is for ____ Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical ____ Work Experience ____ Credits 3 Total Contact 33

Description:

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis, and site valuation. Mathematical and statistical concepts used in the appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculators to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income, and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.

Target Group:

Prospective "state-certified" appraisers

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are
____ Advanced Income Capitalization Procedures (G-2) ____
____ Applied Income Property Valuation (G-3) ____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

____ Course is for ____ prelicensure ____ registry X pre-certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval ____ Each time taught ____ How often
X Approval of institution required -- contact agency for forms
____ Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
____ Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; ____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Advanced Income Capitalization Procedures (G-2) CE Prefix/No. ________ Program Code ______

Curr. Prefix/No. RLS Program Code T-224

This course is for _____ Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical _____ Work Experience _____ Credits 3 Total Contact 33

Description:

This course reviews and then expands on the concepts introduced in Course G-1. The direct capitalization techniques introduced in G-1 are expanded to include various band of investment and residual techniques used in income property appraisal. This is followed by a thorough discussion of the concepts of yield rates and of discounted cash flow analysis (yield capitalization), which is the primary focus of this course. Financial leverage is also discussed so students better understand the relationship between various yield rates and capitalization rates. Several traditional yield capitalization formulas including Inwood, Hoskold, Ellwood and Akerson, are then discussed. Although rendered obsolete by the advent of financial calculators, these formulas are still used by many appraisers and students should be familiar with them. A financial calculator is required for this course.

Target Group:

Prospective "state-certified" appraisers

Course Outline/Manual Available from DCC _____; Available From Licensure/Certification Agency X

This course is one in a series of 3 courses. Other courses in this series are

_____ Introduction to Income Property Appraisal (G-1) _____
_____ Applied Income Property Valuation (G-3) _____

Agency for Licensure Certification: (C.C. contact this agency for complete information.)

Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

_____ Course is for _____ prelicensure _____ registry X pre-certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
X Prior approval of course required _____ One time approval _____ Each time taught _____ How often
X Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
X Approval of instructor required
_____ Instructor certification training required; _____ Fee required for instructor certification
_____ Approval of facilities required; _____ Fee required for approval of facilities
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_____ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Applied Income Property Valuation (G-3) CE Prefix/No. ______ Program Code ______
Curr. Prefix/No. RLS Program Code T-224
This course is for ______ Continuing Education X Curriculum

Hours: Class 3 Lab 0 Shop/Clinical ______ Work Experience ______ Credits 3 Total Contact 33

Description:

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices to the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules, and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to appraising leased income properties, with emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes by covering considerations in appraising various development projects.

Target Group:

Prospective "state-certified" appraisers

ourse Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency X
This course is one in a series of 3 courses. Other courses in this series are
______ Introduction to Income Property Appraisal (G-1) ______
______ Advanced Income Capitalization Procedures (G-2) ______

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency
______ Course is for ______ prelicensure ______ registry X pre-certification
______ Course is for renewal of ______ licensure ______ registry ______ certification
X Prior approval of course required ______ One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
X Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
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______ College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
______ Record retention required (how long) ______
X Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Appraisal Continuing Education CE Prefix/No. APR 3503 Program Code . W227
Curr. Prefix/No. ______ Program Code ______
This course is for X Continuing Education ______ Curriculum

Hours: Class ______ Lab ______ Shop/Clinical ______ Work Experience ______ Credits ______ Total Contact 3 1/2-10

Description:

Courses will cover real estate appraisal or related topics designed to contribute to the goal of improving the knowledge, skill and competencies of state-licensed and state-certified real estate appraisals with regard to the performance of appraisals in a manner that best serves the public interest.

Target Group: State-licensed and state-certified appraisers

Course Outline/Manual Available from DCC ______; Available From Licensure/Certification Agency ______
This course is one in a series of ______ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: N. C. Real Estate Commission
Address: P.O. Box 17100
Raleigh, NC 27619
Phone/Fax: (919) 733-9580 / (919) 872-0038

Information on Implementing Course Required by Licensure/Certification Agency

______ Course is for ______ prelicensure ______ registry ______ certification
X Course is for renewal of X licensure ______ registry X certification
X Prior approval of course required X One time approval ______ Each time taught ______ How often
X Approval of institution required -- contact agency for forms
______ Fee for approval of course required
______ Approval of instructor required
______ Instructor certification training required; ______ Fee required for instructor certification
______ Approval of facilities required; ______ Fee required for approval of facilities
______ Equipment/supplies required to teach course
______ Certification of student grades to agency; ______ Certification of student hour attendance to agency
______ College must collect fee from each student/submit to agency
______ Other requirements institution performs to certify student completed course
______ Periodic review/accreditation visit conducted by agency (how often) ______
X Record retention required (how long) 3 years
______ Prescribed Course of Study (course outlines or competencies) furnished by agency
______ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
______ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Tanning Facility Operators Instruction Course Level I CE Prefix/No. SAF Program Code 3010
Curr. Prefix/No. ____ Program Code ____
This course is for X Continuing Education ____ Curriculum

Hours: Class 5 Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 5

Description: This is a course designed to certify instructors to train persons who operate tanning equipment.

Prerequisite: Instructor must have a background in radiology.

Target Group: Instructors

Course Outline/Manual Available from DCC X ; Available From Licensure/Certification Agency ____

This course is one in a series of 2 courses. Other courses in this series are

SAF 3010 Operators Course--Level II 13 hrs.

Agency for Licensure Certification: (C.C. contact this agency for complete information.) (Governing Agency)

Name: Division of Radiation Protection
Address: P.O. Box 27687
Raleigh, NC 27611-7687
Phone/Fax: (919) 571-4141

Information on Implementing Course (items checked are required for this course)

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
____ Prior approval of course required ____ One time approval ____ Each time taught ____ How often
____ Approval of institution required -- contact agency for forms
____ Fee for approval of course required
____ Approval of instructor required
X Instructor certification training required
____ Fee required for instructor certification
____ Approval of facilities required
____ Fee required for approval of facilities
X Equipment/supplies required to teach course
____ Certification of student grades to agency
____ Certification of student hour attendance to agency
____ College must collect fee from each student/submit to agency
____ Other requirements institution performs to certify student completed course
____ Periodic review/accreditation visit conducted by agency (how often) ____
____ Record retention required (how long) ____
____ Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
____ Admission, progression, graduation requirements specified by agency

COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Tanning Facility Operators Course Level II CE Prefix/No. SAF Program Code 3010

Curr. Prefix/No. ______ Program Code ______

This course is for __X__ Continuing Education _____ Curriculum

Hours: Class __12__ Lab __1__ Shop/Clinical _____ Work Experience _____ Credits _____ Total Contact __13__

Description: A formal training course for persons operating tanning equipment. This course is required by legislation. Current operating procedures, policies, and rules are covered.

Prerequisite: High school diploma or GED.

Target Group: Tanning equipment operators.

Course Outline/Manual Available from DCC __X__; Available From Licensure/Certification Agency _____

This course is one in a series of __2__ courses. Other courses in this series are

SAF 3010 Instructors Training--Level I 5 hrs.

Agency for Licensure Certification: (C.C. contact this agency for complete information.) (Governing Agency)

Name: Division of Radiation Protection
Address: P.O. Box 27687
Raleigh, NC 27611-7687
Phone/Fax: (919) 571-4141

Information on Implementing Course (items checked are required for this course)

__X__ Course is for _____ prelicensure _____ registry __X__ certification
_____ Course is for renewal of _____ licensure _____ registry _____ certification
_____ Prior approval of course required _____ One time approval _____ Each time taught _____ How often
_____ Approval of institution required -- contact agency for forms
_____ Fee for approval of course required
_____ Approval of instructor required
__X__ Instructor certification training required
_____ Fee required for instructor certification
_____ Approval of facilities required
_____ Fee required for approval of facilities
__X__ Equipment/supplies required to teach course
_____ Certification of student grades to agency
_____ Certification of student hour attendance to agency
_____ College must collect fee from each student/submit to agency
_____ Other requirements institution performs to certify student completed course
_____ Periodic review/accreditation visit conducted by agency (how often) _____
_____ Record retention required (how long) _____
_____ Prescribed Course of Study (course outlines or competencies) furnished by agency
_____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
_____ Admission, progression, graduation requirements specified by agency

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COURSE WHERE LICENSURE
AND/OR
CERTIFICATION IS REQUIRED

Course Title Waterworks Operators Training CE Prefix/No. WAT 3006 Program Code AGR
Curr. Prefix/No. WWT Program Code T-220
This course is for X Continuing Education X Curriculum

Hours: Class 32/course Lab ____ Shop/Clinical ____ Work Experience ____ Credits ____ Total Contact 32/course

Description:
C-Well; B-Well; C, B, and A-Surface courses are offered. The C-Well and C-Surface courses are designed to expand the knowledge of employees with little or limited experience. The B-Well and B-Surface courses are intended for persons who have completed the work of the basic course and have more treatment facility experience or are supervisory personnel. The A-Surface courses are most challenging and require completion of the intermediate level work plus years of experience in a water treatment facility.

Target Group: Water Treatment Facility Operators

Course Outline/Manual Available from DCC ____; Available From Licensure/Certification Agency X
This course is one in a series of ____ courses. Other courses in this series are

Agency for Licensure Certification: (C.C. contact this agency for complete information.)
Name: NC Water Treatment Facility Operators Certification Board
Address: P.O. Box 27687
Raleigh, NC 27611-7687
Phone/Fax: (919) 733-2321

Information on Implementing Course Required by Licensure/Certification Agency

X Course is for ____ prelicensure ____ registry X certification
____ Course is for renewal of ____ licensure ____ registry ____ certification
X Prior approval of course required ____ One time approval X Each time taught ____ How often
X Approval of institution required -- contact agency for forms
X Fee for approval of course required
X Approval of instructor required
____ Instructor certification training required; ____ Fee required for instructor certification
X Approval of facilities required; ____ Fee required for approval of facilities
____ Equipment/supplies required to teach course
____ Certification of student grades to agency; X Certification of student hour attendance to agency
X College must collect fee from each student/submit to agency
X Other requirements institution performs to certify student completed course
X Periodic review/accreditation visit conducted by agency (how often) each time taught
____ Record retention required (how long) ____
X Prescribed Course of Study (course outlines or competencies) furnished by agency
____ Correspondence must include appropriate course/curriculum numbers and agency approval numbers
X Admission, progression, graduation requirements specified by agency

August 1992

COMPETENCY-BASED CURRICULUM MATERIALS

INITIATED AND/OR COMPLETED TO DATE

			COMP. DATE	REVISIONS ADDENDUM DATE
	1975-76			
1.	Real Estate Education: A Curriculum Guide for two-year postsecondary programs		7/75	1/76
	1976-77			
2.	Electrical Engineering Technology (T-044)		3/77	
3.	Electronics Engineering Technology (T-045)		3/77	
4.	Electromechanical Technology (T-039)		3/77	
5.	Instrumentation Technology (T-048)		3/77	
	1977-78			
6.	Marketing and Retailing Technology (T-020)		10/77	
7.	Reading in the Teacher Associate Program		4/78	
	1978-79			
8.	~~Machinist (V-032~~)	> SEE ITEM 108	8/79	
9.	General Office (Technical Specialty) (T-165)		6/79	10/79
10.	General Office Technology (T-033)		6/79	10/79
11.	~~Secretarial / Engineering & Technical (T-029)~~	> >	6/79	10/79
12.	~~Secretarial / Executive (T-030)~~	> SEE ITEM 93	6/79	10/79
13.	~~Secretarial / Legal (T-031)~~	>	6/79	10/79
14.	~~Secretarial / Medical (T-032)~~	>	6/79	10/79
15.	Building an Energy Efficient Home		6/79	
16.	Energy Conservation for School Custodial and Maintenance Personnel		5/79	
	1979-80			
17.	~~Air Conditioning, Heating, & Refrigeration (V-024)~~	> SEE ITEM 86 >	5/80	
18.	Horticulture (V-021)		12/79	
19.	Horticulture Technology (T-009)		12/79	
20.	Energy Conservation in Foodservice		7/79	
21.	Energy Conservation for the Home Builder		9/79	
	1980-81			
22.	Agricultural Science (T-126)		12/80	
23.	Agricultural Science & Mechanization (Technical Specialty (T-017)		12/80	
24.	Automotive Body Repair (V-001)		8/80	4/84

25.	Child Care Worker (V-067)	8/80
26.	Diesel Vehicle Maintenance (V-013)	9/80
27.	Early Childhood Associate (T-073)	8/80
28.	Plumbing and Pipefitting (V-037)	8/80
29.	Recreational Grounds Management Technology (T-011)	10/80
30.	Teacher Aide (V-088)	8/80
31.	Teacher Associate (T-088)	8/80
32.	~~Welding (V-050)~~ > SEE ITEM 95	8/80
33.	Landscape Design and Nursery Operation for Energy Conservation	10/80

1981-82

34.	Broadcasting Technology (T-024)	9/81
35.	Business Administration (T-018)	1/81
36.	Carpentry & Cabinetmaking (V-007)	2/82
37.	Dental Assistant (V-011)	11/81
38.	Dental Hygiene (T-054)	2/82
39.	Electrical Installation & Maintenance (V-018)	6/81
40.	Emergency Medical First Responder (EMT 3030)	4/82
41.	Industrial Maintenance - ~~Electromechanical~~ (V-028)	3/82 3/82
42.	Industrial Mechanics (V-033)	4/82
43.	Instructors Guide: The Hospital Supervisor Fundamentals of Managing People	4/81
44.	Light Construction (V-029)	4/82
45.	Radio & Broadcasting (V-043)	9/81
46.	Chore Services: Course Outline	9/81

1982-83

47.	Agricultural Business Technology (T-001)	9/82
48	Automotive Mechanics (V-003)	1/83
49.	Furniture Drafting & Product Development (T-042)	1/83
50.	Furniture Production (T-075)	1/83
51.	Notary Public Education Course (Instructors Guide)	11/82
52.	Small Business Management Education	10/82

1983-84

53.	Associate Degree Nursing (Reg. Nursing) (T-059)	9/83
54.	Criminal Justice--Protective Service Technology (T-129)	4/84
55.	Curriculum Standards Manual	1/84
56.	Directing A Child Care Program (a course for administrators)	10/83
57.	Masonry (V-070)	8/83
58.	Microcomputers Usage in Business Related Occupations	7/83

59.	Nursing Education Options: Practical & Associate Degree (T-116)	9/83	
60.	Practical Nursing (V-038)	4/84	
61.	Recreation Vehicle & Equipment Repair (V-110)	8/83	
62.	Small Engine & Equipment Repair (V-077)	8/83	
	1984-85		
63.	Geriatric Assistant (V-111)	6/85	4/89
64.	Health & Wellness for Life (SCI 2010)	5/85	
	1985-86		
65.	Commercial Art (V-109)	6/86	
66.	Commercial Art & Advertising Design (T-070)	6/86	
67.	Commercial Art (Technical Specialty) (T-155)	6/86	
68.	Commercial Graphics (T-068)	6/86	
69.	Homemaker/Home Health Aide (V-146)	10/85	4/89
70.	Managing Stress: Techniques for Living Well (SCI 2010)	6/86	12/89
71.	Medical Laboratory Technology (T-110)	10/85	
72.	Planning Recreation for Persons with Developmental Disabilities: Instructors Manual (HEA 3012)	9/85	
73.	Foodservice Specialist (V-053)	6/86	
	1986-87		
74.	Business Computer Programming (T-022)	6/87	
75.	~~Drafting - Mechanical (V-017)~~ > SEE ITEM 108	5/87	
76.	Electronics Servicing (V-042)	5/87	
77.	~~Mechanical Drafting & Design Technology (T-043)~~ > SEE 108	5/87	
78.	Pharmacy Technology (T-161)	5/87	
	1987-88		
79.	Activity Coordinator Instructors Manual (PML3100)	11/87	
80.	Health and Wellness (Occupational Extension Course)	10/87	12/89
81.	Instructors Electrical Apprenticeship 2nd, 3rd, 4th year	6/88	6/90
82.	Student Worksheet Manual - 3rd year	6/88	
83.	Weight Management (Occupational Extension Course)	11/87	12/89
84.	Electronics Engineering Technology	7/87	
	1988-89		
85.	Accounting (T-016)	6/89	
86.	Air Conditioning and Heating and Refrigeration	6/89	
87.	Cosmetology	2/89	
88.	Curriculum Standards Manual (reprinted)	1/89	
89.	Nursing Assistant I (NUR 3023)	2/89	5/90
90.	Nursing Assistant II (NUR 3024)	2/89	5/90
91.	Nursing Assistant III (NUR 3025)	2/89	5/90

92.	Preventing Cancer Through Education (SCI 2010)	8/88	8/89
93.	Secretarial - Executive, Legal and Medical (Revision)	6/89	
94.	Surveying Technology (T-125)	3/89	
95.	Welding (V-050)	3/89	
96.	Word Processing Guide	7/88	

1989-90

97.	Dental Assisting (V-011) Update Competencies	7/89
98.	Dental Hygiene (T-054) Update Competencies	7/89
99.	N. C. Vehicle Safety Inspection and Emissions Control Inspection	7/89
100.	A Guide to Program Review	10/89
101.	Cooperative Education Work/Experience Handbook	10/89
102.	Dementia Training (NUR 3025)	11/89
103.	Industrial Electronics (V-045)	2/90
104.	Nursing Assistant (V-072)	5/90

1990-91

105.	Commercial Refrigeration	6/91
106.	Technical Physics Manual	6/91
107.	3 Volume Resource Manual for Paralegal Technology Vol. 1 Paralegal Computer Resources and Literature Vol. 2 Paralegal Computer Software Packages Vol. 3 Paralegal Computerized Legal Research Course Outlines	6/91
108.	Mechanical Drafting and Design Drafting & Design Engineering Technology T-043 Mechanical Drafting Technology T-226 Drafting-Mechanical V-017	6/91
109.	Machining-A Competency-Based Curriculum Guide Machining Technology T-121 Machinist V-032	6/91
110.	Preventing Aids Tomorrow Through Education Today	6/91

1991-92

111.	Gerontology (T-227)	4/92
112.	Emergency Medical Science Technology (T-139)	12/91
113.	Business Administration (T-018)	5/92
114.	CAST	3/92
115.	Community College Mathematics Model	12/91
116.	Curriculum Instruction Reference Manual (3rd Edition)	10/91
117.	Continuing Education Resource Manual	10/91

1992-93 (In process or planned)	PROJECTED COMPLETION DATE
Auto Body Repair	6/93
Automotive Technology (T-176 & T-156)	6/93
Diesel Vehicle Maintenance (V-113)	6/93
Microcomputer Systems Technology	PROJECT ON HOLD

Medical Assisting (T-058) V-031)	7/93
I.V. Therapy	10/93
Air Conditioning, Heating, & Refrigeration (DRAFT) Technology	6/92
EIM (V-018) Guide	6/92
Tool, Die and Mold Making	10/92

Additional Course Outlines

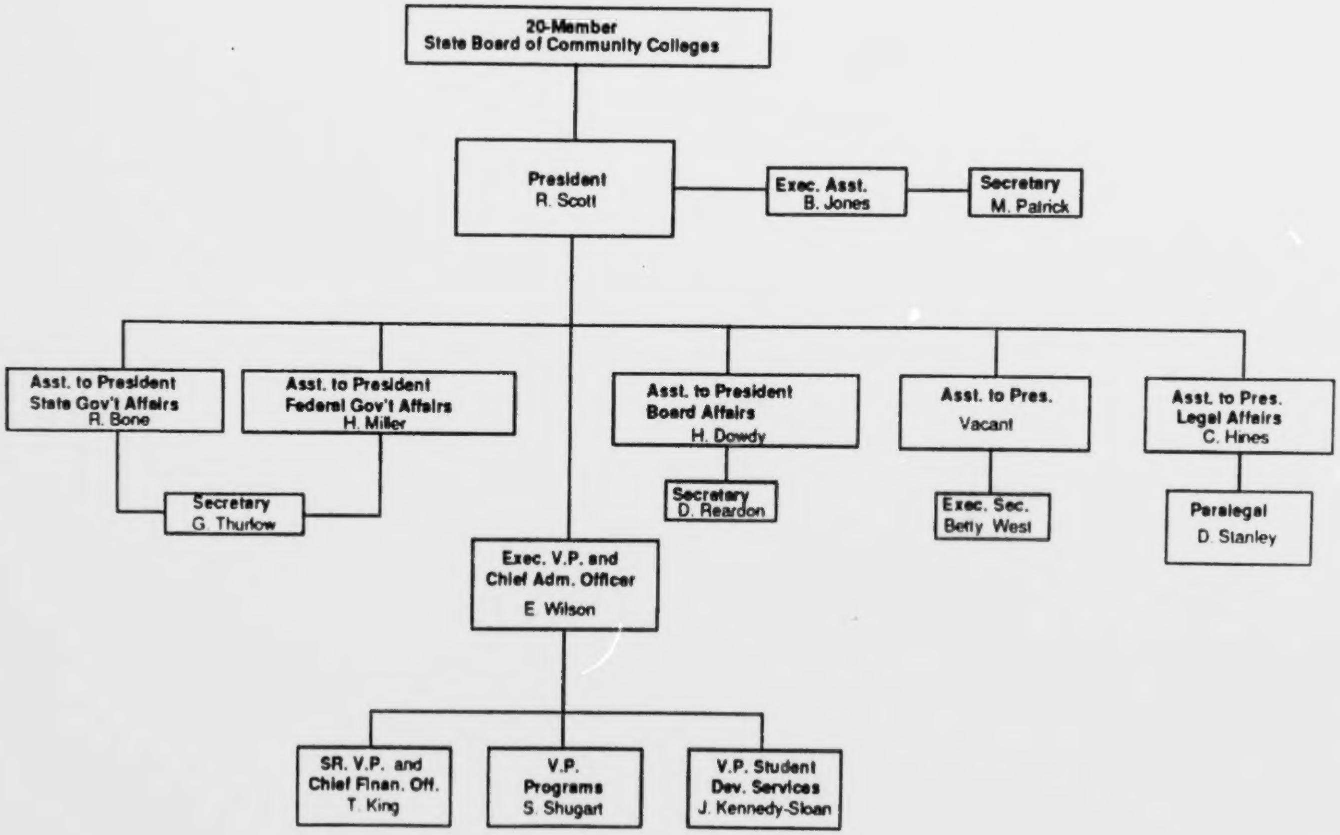
Advanced Field Tactics for Officer Survival and Crisis Management	6/87
Crime Scene Searches and Procedures	6/87
Field Training Officer Program: Planning, Implementing and Evaluation	6/89
First Option: Developing a Comprehensive Negotiator Response to Critical Incidents	1989
Hostage Response in Prisons and Jails	6/87
Interpersonal Communication Skills for Law Enforcement Officer	1989
Introduction to Victimology	1989
Law Enforcement In-Service Firearms Training and Qualification	10/88
Law Enforcement Telecommunications	4/85
Medial Responses for the Law Enforcement Executive	1988
Resource Allocation for Law Enforcement Managers	2/86

Computers and the Writing Classroom: Field Study	9/91
Computers and Report Writing: Field Study	4/92
Critical Thinking and Writing: Field Study	4/92

ORGANIZATIONAL CHARTS

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

JULY 5, 1991


20-Member
State Board of Community Colleges
President
R. Scott
Exec. Asst.
B. Jones
Secretary
M. Patrick
Asst. to President
State Gov't Affairs
R. Bone
Asst. to President
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C. Hines
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D. Stanley
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Chief Adm. Officer
E. Wilson
SR. V.P. and
Chief Finan. Off.
T. King
V.P.
Programs
S. Shugart
V.P. Student
Dev. Services
J. Kennedy-Sloan

Revised 1/2/90, 1/7/91, 2/14/91 2/15/91 7/1/91

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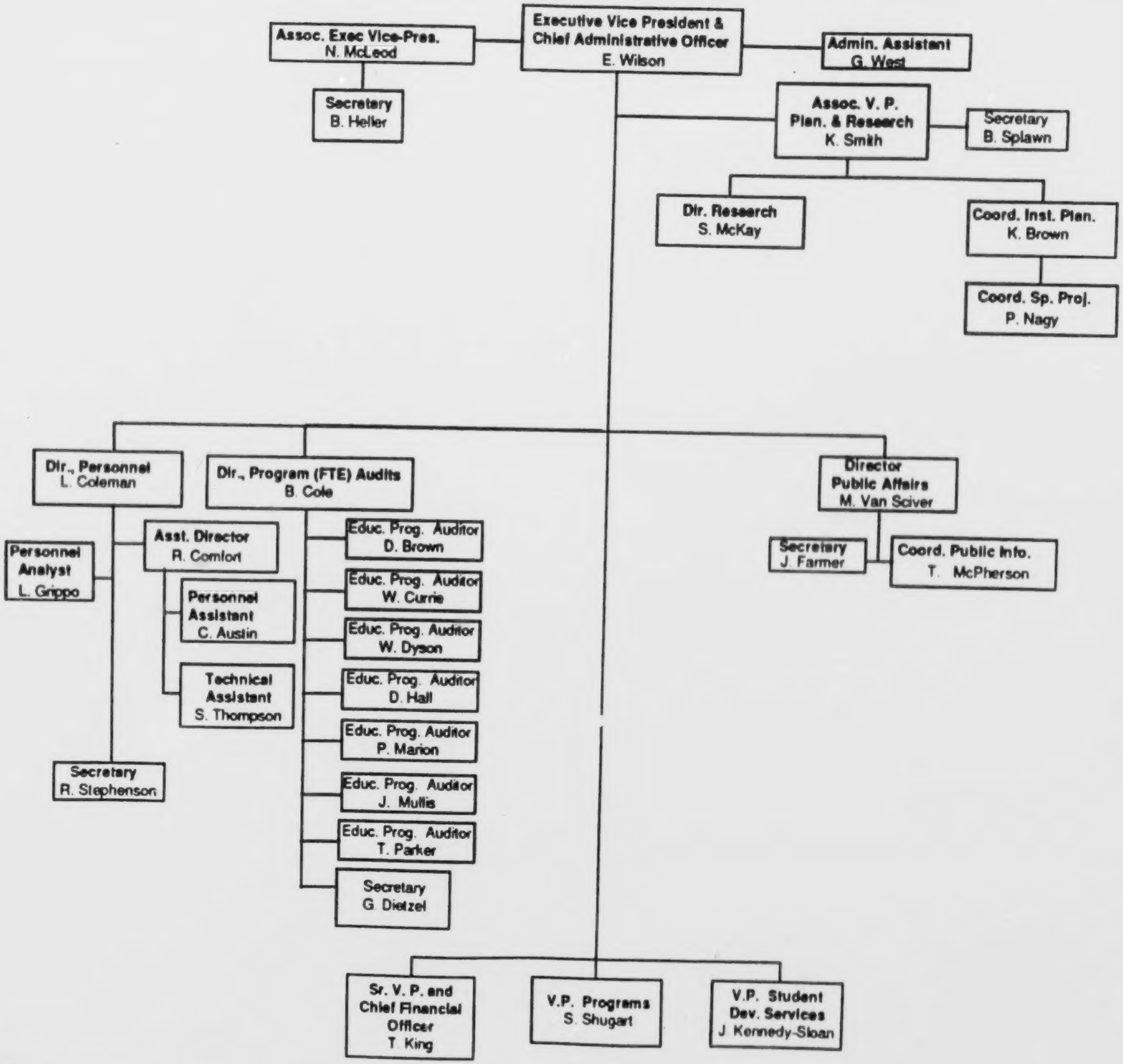
Executive Vice President & Chief Administrative Officer E. Wilson
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Assoc. V. P. Plan. & Research K. Smith
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Asst. Director R. Comfort
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Technical Assistant S. Thompson
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Educ. Prog. Auditor W. Dyson
Educ. Prog. Auditor D. Hall
Educ. Prog. Auditor P. Marion
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V.P. Student Dev. Services J. Kennedy-Sloan

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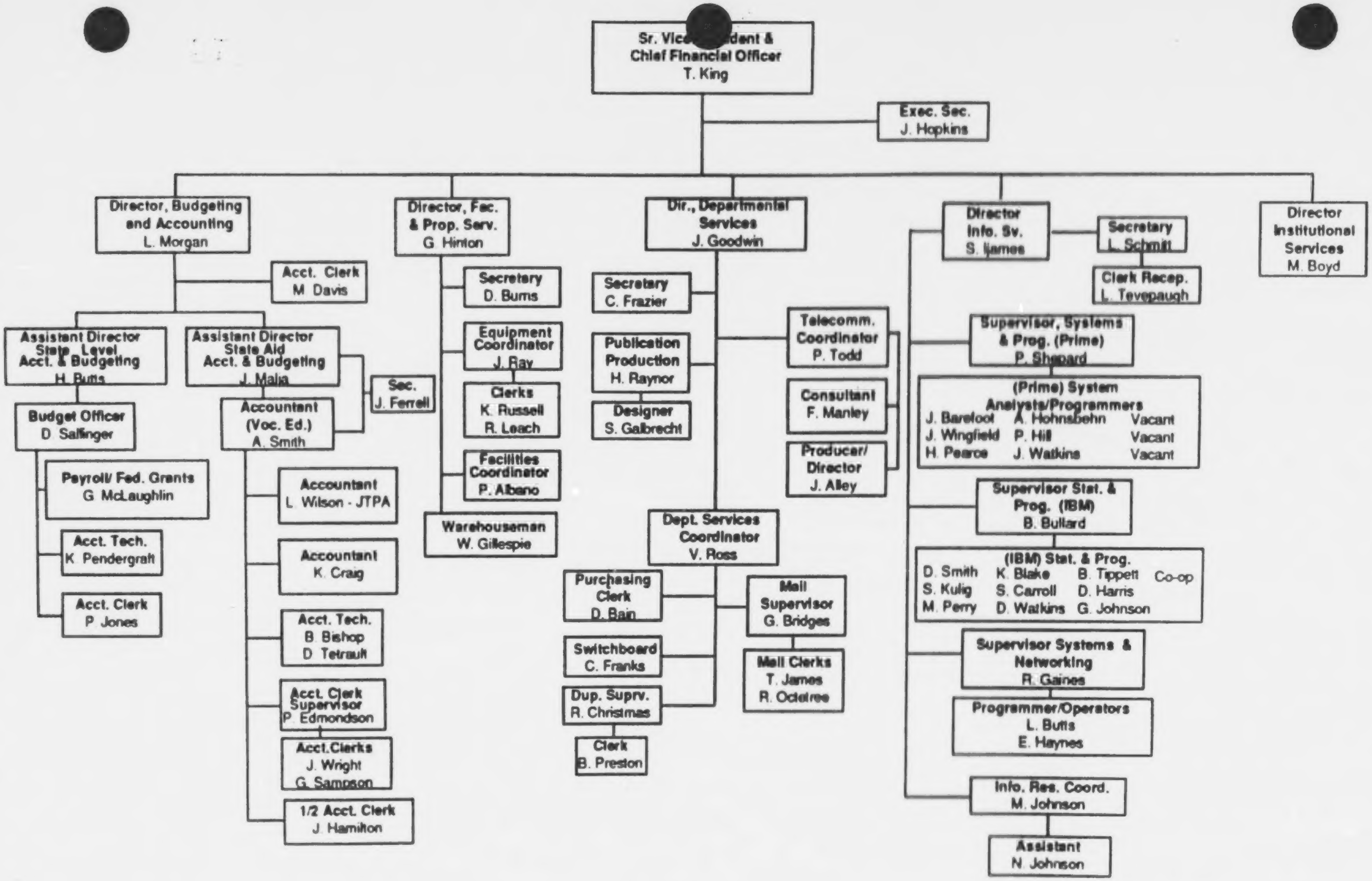
Sr. Vic[illegible]dent &
Chief Financial Officer
T. King
Exec. Sec.
J. Hopkins
Director, Budgeting and Accounting
L. Morgan
Acct. Clerk
M Davis
Assistant Director State Level Acct. & Budgeting
H. Butts
Assistant Director State Aid Acct. & Budgeting
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A. Smith
Accountant
L Wilson - JTPA
Accountant
K. Craig
Acct. Tech.
B Bishop
D Tetrault
Acct. Clerk Supervisor
P. Edmondson
Acct.Clerks
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G. Sampson
1/2 Acct. Clerk
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R. Christmas
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G. Bridges
Mail Clerks
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Secretary
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P. Shepard
(Prime) System Analysts/Programmers
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A. Hohnsbehn
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P. Hill
Vacant
H. Pearce
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Vacant
Supervisor Stat. & Prog. (IBM)
B. Bullard
(IBM) Stat. & Prog.
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K. Blake
B. Tippett
Co-op
S. Kulig
S. Carroll
D. Harris
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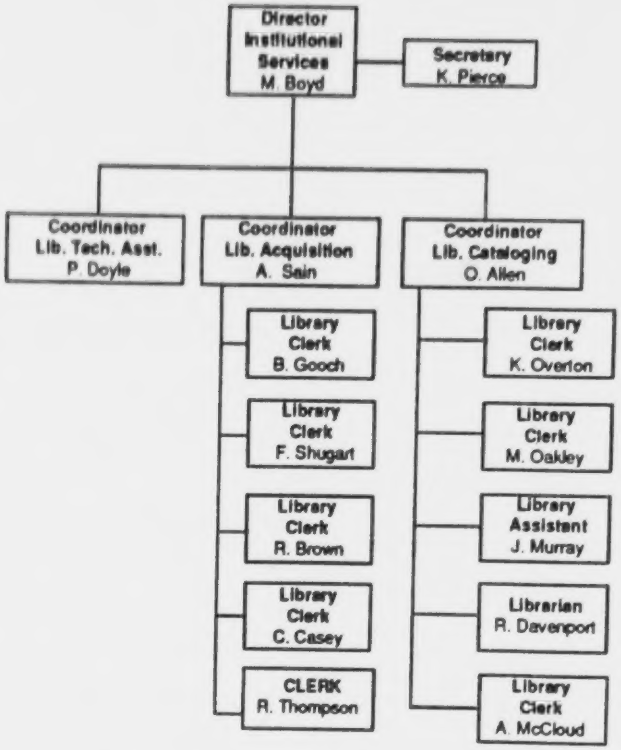
D. Watkins
G. Johnson
Supervisor Systems & Networking
R. Gaines
Programmer/Operators
L. Butts
E. Haynes
Info. Res. Coord.
M. Johnson
Assistant
N. Johnson
Director Institutional Services
M. Boyd

Revised 1/2/90; 4/10/90; 7/27/90; 09/20/90; 10/29/90; 1/10/91; 2/14/91; 2/15/91; 7/1/91


Director
Institutional
Services
M. Boyd
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K. Pierce
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Lib. Tech. Asst.
P. Doyle
Coordinator
Lib. Acquisition
A. Sain
Coordinator
Lib. Cataloging
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M. Oakley
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J. Murray
Librarian
R. Davenport
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Clerk
A. McCloud

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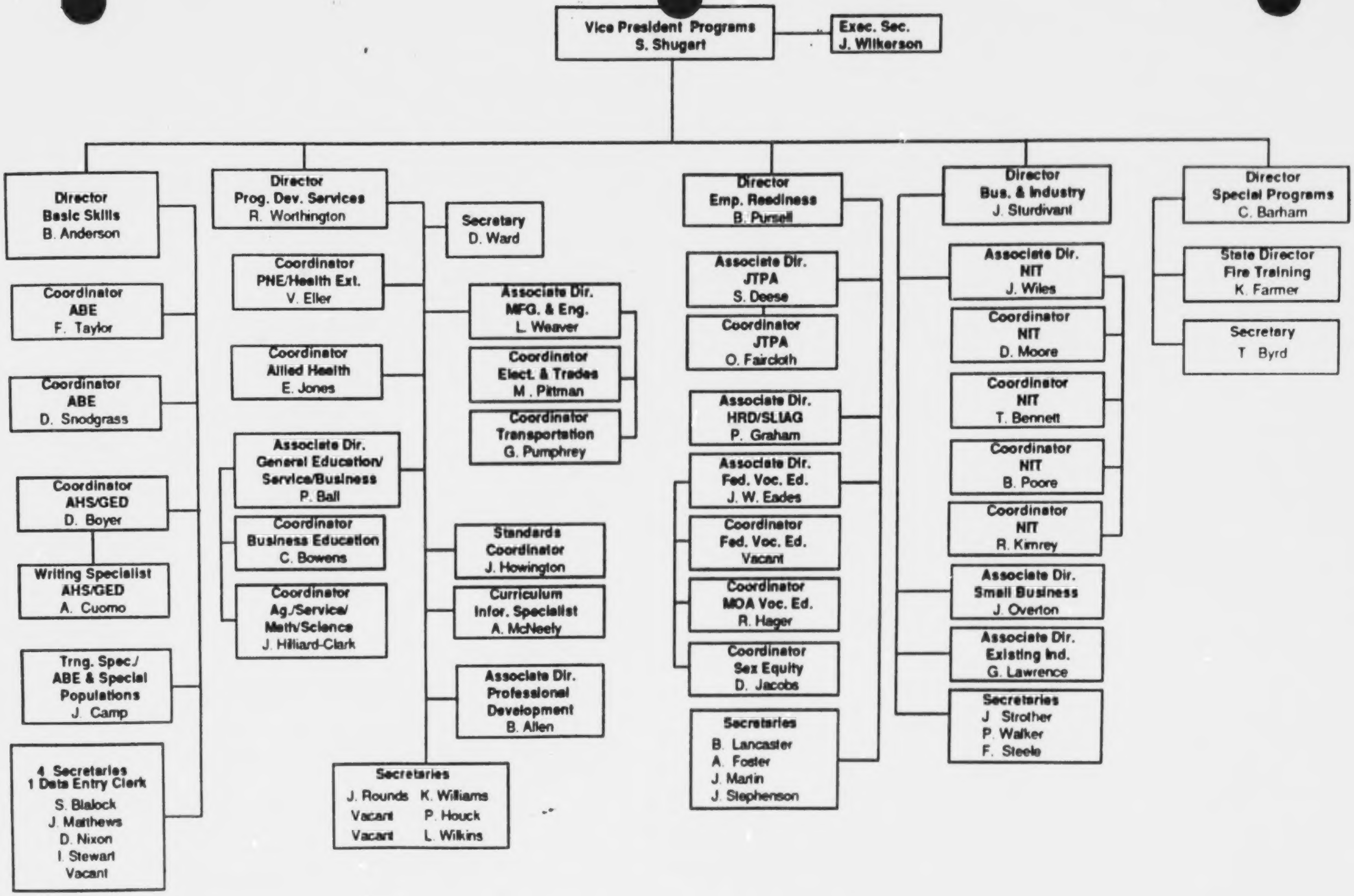
Vice President Programs
S. Shugart
Exec. Sec.
J. Wilkerson
Director
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B. Anderson
Coordinator
ABE
F. Taylor
Coordinator
ABE
D. Snodgrass
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AHS/GED
D. Boyer
Writing Specialist
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A. Cuomo
Trng. Spec./
ABE & Special
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4 Secretaries
1 Data Entry Clerk
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D. Nixon
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Vacant
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Prog. Dev. Services
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Infor. Specialist
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Associate Dir.
Fed. Voc. Ed.
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Coordinator
Fed. Voc. Ed.
Vacant
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MOA Voc. Ed.
R. Hager
Coordinator
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J. Stephenson
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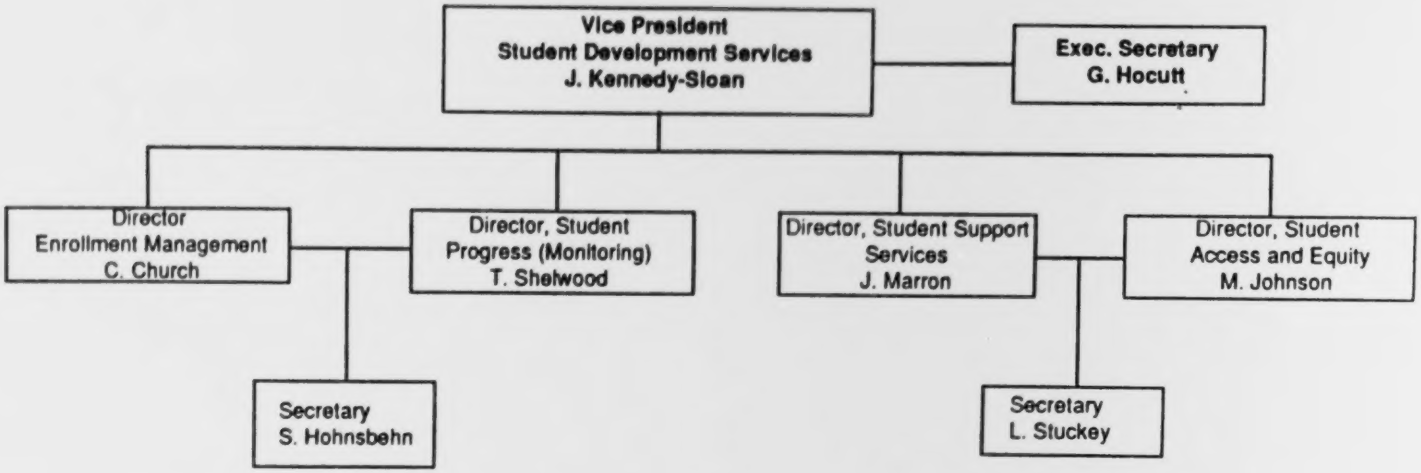
Vice President
Student Development Services
J. Kennedy-Sloan
Exec. Secretary
G. Hocutt
Director
Enrollment Management
C. Church
Director, Student
Progress (Monitoring)
T. Shelwood
Director, Student Support
Services
J. Marron
Director, Student
Access and Equity
M. Johnson
Secretary
S. Hohnsbehn
Secretary
L. Stuckey

Revised: 1/2/90; 4/11/90; 1/7/91;2/15/91;7/1/91

DCC TELEPHONE LIST

July 1, 1992

NAME	EXT.	RM. #
ALBANO, PHIL	237	258C
ALLEN, BOB	403	401K
ALLEN, ORTHA	638	B47E
ALLEY, JOE	620	B39C
ANDERSON, BOBBY	301	334C
AUSTIN, CAROLYN	702	130D
BAIN, DOROTHY	242	258H
BALL, PEGGY	426	434E
BARBOUR, SUSAN	430	4340
BAREFOOT, JOE	333	334H
BARHAM, CHUCK	460	473
BENNETT, TOM	405	401I
BISHOP, BETTY	229	234E
BLAKE, KATHY	356	392H
BLALOCK, SAMANTHA	327	334A-3
BONE, ROGER	3-5023	PERSON
BOWENS, CLAUDETTE	427	434F
BOYD, MAJOR	634	B47C
BOYER, DELANE	302	334B
BRIDGES, GARY	608	B20C
BROWN, DAVID	218	201N
BROWN, KEITH	726	172E
BROWN, ROBERT	653	B47N
BULLARD, BILL	365	392I
BUNDY, RICK	359	392M
BURNHAM, JULIE	431	434H
BURNS, DEE	235	258A
BUTTS, HAROLD	209	201D
BUTTS, LARRY	339	358C
CAMP, JAMES	337	334K
CARROLL, SHIRLEY	350	392C
CASEY, CHAVON	649	B470
CHESSON, PARKER	711	101B
CHRISTMAS, ROBERT	601	B20A
CHURCH, CATHERINE	307	301I
COLE, BILL	203	201J
COLEMAN, LINDA	701	130E
COMFORT, ROSALYN	704	130C
CRAIG, KEN	221	201L
CUOMO, ANA	421	401M
DAVENPORT, ROXANNE	648	B47P
DAVIS, MYRA	207	201F
DEESE, STEPHANIE	449	493
DENNY, SUSAN	331	348
DOYLE, PAM	635	B47D
EADES, J. W.	445	485
EDMONDSON, PATRICIA	231	234K

NAME	EXT.	RM. #
FARMER, JERRIE	733	172
FARMER, KEN	447	481
FOSTER, AUDREY	451	495
FRAZELLE, JENNIFER	423	401L
GAINES, RONNIE	340	358B
GILLESPIE, WILLIAM	3-9215	WHSE
GODLEY, PAUL	354	392M
GOOCH, BETTY	644	B47K
GOODWIN, JANE	251	269
GRAHAM, PEGGY	453	499
GRIPPO, LORI	719	1440
HAGER, ROSCOE	444	483
HALL, PAM	730	184
HARRIS, DAN	345	358E
HAYNES, ELLEN	376	376
HELLER, BERNICE	442	470
HILL, PAT	342	358A
HINES, CLAY	752	171C
HINTON, GENE	236	258B
HOCUTT, GRACE	313	301D
HOHNSBEHN, ARTHUR	352	392F
HOHNSBEHN, SHEILA	308	301H
HOLLIDAY, JANICE	223	234C
HOPKINS, JAN	210	201C
HOUCK, PEGGY	429	434P
IJAMES, STEVE	367	371A
JACOBS, DORIS	448	489
JAMES, TONY	610	B24
JOHNSON, GLEN	353	392L
JOHNSON, MILAM	280	279
JOHNSON, MORRIS	309	301G
JOHNSON, NAN	281	281
JONES, ANNETTE	642	B47I
JONES, BETTY	709	101C-2
JONES, ELIZABETH	435	434I
JONES, PAULA	217	2010
KING, TOM	211	201C
KULIG, STEVE	366	392J
LANCASTER, BOBBIE	452	497
LAWRENCE, GLYNDA	411	401D
LEACH, ROSA	239	2580

FAX	733-0680
SECURITY	733-4646
SNACK BAR	733-0380

NAME	EXT.	RM. #
MALIA, JOHN	201	234A
MANLEY, FRED	619	B39B
MARTIN, JOY	446	480
MATTHEWS, JOY	303	301J-2
MCKAY, SYLVESTER	725	172D
MCLAUGHLIN, GLORIA	204	201I
MCLEOD, NEILL	441	470
MCNEELY, ALLEN	440	460
MCPHERSON, TRACY	723	144H
MEDLIN, ANDREA	0	LOBBY
MILLER, HAL	720	144E
MOORE, DON	406	401H
MORGAN, LARRY	208	201E
MORRISSEY, SHARON	428	434G
MOSELEY, JULIE	330	334F
MURPHY, POLLY	220	201M
MURRAY, JUDY	639	B47F
NAGY, PAUL	737	172C
NIXON, DORIS	422	4010
OAKLEY, MALISSA	641	B47H
OCTETREE, ROBERT	610	B24
OVERTON, KATHY	643	B47J
OVERTON, JEAN	409	401E
PATRICK, MARION	716	101
PEARCE, HELEN DONNALLEY-	368	368
PENDERGRAFT, KIM	206	201G
PENNY, CAROL ANN	250	273
PERRY, MARGARET	351	392N
PIERCE, KATHIE	636	B47
PITTMAN, MIKE	437	434K
PRESTON, BONNIE	601	B20A
PUMPHREY, GERALD	436	434J
PURSELL, BILL	456	498
RAY, JEANETTE	240	258E
RAYNOR, HILDA	626	B39
REARDON, DOT	749	171
ROBERSON, KAREN	744	144I
ROSS, VERONICA	249	273A
ROUNDS, JUDIE	434	434M
RUSSELL, KAYE	243	258G

NAME	EXT.	RM. #
SAIN, AZALEE	633	B47B
SALLINGER, DOT	205	201H
SAMPSON, GINA	228	234I
SCHMITT, LISA	371	371
SCOTT, BOB	709	101D
SHELWOOD, TERRY	311	301F
SHEPARD, PHIL	348	392B
SHUGART, FRANCES	651	B47L
SLOAN, JANICE KENNEDY-	314	301D
SMITH, ALICE	222	234B
SMITH, DAVID	347	392A
SMITH, KATHY BAKER	728	172G
SNODGRASS, DON	332	334G
SPLAWN, BRENDA	735	172B
STEELE, FAYE	416	401Q
STEPHENSON, JUDY	455	496
STEPHENSON, RHONDA	743	144C
STRICKLAND, BILL	322	301L
STROTHER, JUDY	417	401P
STUCKEY, LAVEE	319	3010
STURDIVANT, JOE	408	401F
TART, DARLENE	304	301J
TAYLOR, FLORENCE	329	334E
TETRAULT, DONNA	224	234D
THOMPSON, RONNIE	656	B47A
THOMPSON, SHELIA	703	130A
THURLOW, GENNIE	742	144B
TIPPETT, BESSIE	360	392E
TODD, PARKS	618	B39A
VAN SCIVER, MARK	722	144G
WALKER, PEGGY	418	401R
WARD, DEBORAH	402	434C
WATKINS, DONNA	355	392K
WATKINS, JIM	335	334I
WEAVER, LUBY	439	434L
WEST, BETTY	729	184
WEST, GLENDA	710	101C
WILES, JOHN	407	401G
WILKERSON, JUDY	412	401C
WILKINS, LYNDA	425	434B
WILLIAMS, KATHY	424	434A
WILLIAMS, PAM	433	434N
WILSON, LINDA	230	234F
WINGATE, JAMES	413	401C
WINGFIELD, JULIAN	324	348
WORTHINGTON, ROGER	401	434D
WRIGHT, JOY	227	234J

JULY 1992

DEPARTMENT OF COMMUNITY COLLEGES

TELEPHONE DIRECTORY

NORTH
CAROLINA
COMMUNITY
COLLEGE SYSTEM

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES
200 WEST JONES STREET
CASWELL BUILDING
RALEIGH, NORTH CAROLINA 27603-1337
(919) 733-7051
FAX NUMBER (919) 733-0680

DEPARTMENT OF COMMUNITY COLLEGES

ADMINISTRATION	EXT.	ROOM #
ROBERT W. SCOTT, SYSTEM PRESIDENT	709	101D
Betty Carter Jones, Executive Assistant	709	101C-2
Marion Patrick, Secretary	716	101
Assistants to the President		
Roger W. Bone, State Governmental Affairs	3-5023	**
Gennie L. Thurlow, Secretary	742	144B
Pam Hall, Special Assistant to President	730	184
Betty West, Program Assistant	729	184
Dot Reardon, Secretary	749	171
Clay Tee Hines, Legal Affairs	752	171D
Hal M. Miller, Federal Governmental Affairs	720	144E
Gennie L. Thurlow, Secretary	742	144B
J. PARKER CHESSON, JR., EXECUTIVE VICE PRESIDENT AND CHIEF OPERATING OFFICER	711	101B
Glenda C. West, Executive Assistant	710	101C
C. Neill McLeod, Associate Executive V.P.	441	470B
Bernice Heller, Secretary	442	470
Kathryn Baker Smith, Associate V.P. for Planning and Research	728	172G
Jerrie Farmer, Secretary	733	172
Brenda Splawn, Statistical Research Assistant	735	172A
Sylvester McKay, Director of Research	725	172D
Keith Brown, Coord. for Institutional Planning	726	172E
Paul Nagy, Coordinator, Special Projects	737	172C
Personnel		
Linda Coleman, Director	701	130E
Rhonda Stephenson, Secretary	743	144C
Rosalyn Comfort, Assistant Director	704	130C
Shelia Thompson, Technical Assistant	703	130A
Carolyn Austin, Personnel Assistant	702	130D
Lori Grippo, Personnel Analyst	719	144D

**210 N. Person Street

ADMINISTRATION (Continued)	EXT.	ROOM #
Program (FTE) Audits		
Bill Cole, Director	203	201J
Polly Murphy, Statistical Assistant	220	201M
Wendi Dyson, Education Program Auditor		
Wilson Technical Community College	(919) 291-1195	
David Brown, Educational Program Auditor	218	201N
Walter Currie, Educational Program Auditor		
Fayetteville Technical Community College	(919) 323-1961	
David Hall, Educational Program Auditor		
Southwestern Community College	(704) 586-4091	
Phil Marion, Educational Program Auditor		
Forsyth Technical Community College	(919) 723-0371	
Joe Mullis, Educational Program Auditor		
Wilson Technical Community College	(919) 291-1195	
Todd Parker, Educational Program Auditor		
Cape Fear Community College	(919) 343-0481	
Public Affairs		
Mark R. Van Sciver, Director	722	144G
Karen Roberson, Secretary	744	144I
Tracy McPherson, Coord. of Public Information	723	144H

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Jan M. Hopkins, Executive Assistant	210	201C

Auditing and Accounting

Larry L. Morgan, Director	208	201E
Myra W. Davis, Accounting Clerk	207	201F
Harold Butts, Assistant Director for Budget & State-Level Accounting	209	201D
Dorothy Sallinger, Budget Officer	205	201H
Gloria McLaughlin, Administrative Assistant	204	201I
Paula Jones, Accounting Clerk	217	201O
Kim Pendergraft, Accounting Technician	206	201G
John M. Malia, Assistant Director for State-Aid Auditing	201	234A
Janice Holliday, Accounting Clerk	223	234C
Alice Smith, Accountant, Vocational Education Programs	222	234B
Betty Bishop, Accounting Technician	229	234E
Patricia Edmondson, Supervisor for Regular Programs	231	234K
Joy Wright, Accounting Clerk	227	234J
Gina Sampson, Accounting Clerk	228	234I
Donna Tetrault, Accounting Technician for Construction & Special Projects	224	234D
Linda H. Wilson, Accountant, JTPA Programs	230	234F
Ken Craig, Accountant	221	201L

Departmental Services

Jane Goodwin, Director	251	269
Carol Ann Penny, Office Assistant	250	273
Parks Todd, Telecommunications Coordinator	618	B39A
Fred W. Manley, Telecommunications Consultant	619	B39B
Joseph Alley, TV Producer/Director	620	B39C
Hilda Raynor, Publications Coordinator	626	B39G
Veronica Ross, Departmental Services Coordinator	249	273A
Dorothy Bain, Purchasing Clerk	242	258H
Andrea Medlin, Receptionist/Switchboard Operator	0	Lobby
Gary Bridges, Mail Supervisor	608	B20C
Tony James, Mail Clerk	610	B24
Robert Octetree, Mail Clerk	610	B24
Robert Christmas, Duplicating Supervisor	601	B20A
Bonnie Preston, Printing Machine Operator	601	B20A

533

FINANCE & ADMINISTRATIVE SUPPORT (Continued)	EXT.	ROOM #
Facility and Property Services		
C. Eugene Hinton, Director	236	258B
Dee Ann Burns, Office Assistant	235	258A
William Gillespie, Storeroom Manager	9215	**
Philip Albano, Coordinator of Facility Services	237	258C
Jeanette Ray, Coordinator, Equipment Services	240	258E
Kaye G. Russell, Records Processing Assistant	243	258G
Rosa Leach, Records Processing Assistant	239	258D
**101 South West Street		
Institutional Services		
Major Boyd, Director	634	B47C
Kathie Pierce, Office Assistant	636	B47
Pamela B. Doyle, Coordinator, Library Technical Assistance	635	B47D
Azalee B. Sain, Coordinator, Library Acquisition	633	B47B
Chavon Casey, Accounting Clerk	649	B47O
Robert Brown, Library Clerk	653	B47N
Betty Gooch, Library Clerk	644	B47K
Frances Shugart, Library Clerk	651	B47L
Ronnie Thompson, Library Assistant	656	B47A
Ortha B. Allen, Coordinator, Library Cataloging	638	B47E
Roxanne Davenport, Librarian	648	B47P
Annette Jones, Library Assistant	642	B47I
Judy Murray, Library Technical Assistant	639	B47F
Malissa Oakley, Library Assistant	641	B47H
Kathy Overton, Library Assistant	643	B47J

FINANCE & ADMINISTRATIVE SUPPORT (Continued)	EXT.	ROOM #
Information Services		
Steve Ijames, Director	367	371A
Lisa Schmitt, Office Assistant	371	371
IIPS Team		
Philip Shepard, Supervisor Systems and Programming (PRIME)	348	392B
Joe Barefoot, Computer Systems Analyst	333	334H
Pat Hill, Information Systems Coordinator	342	358A
Helen Pearce, Analyst Programmer	368	368
Julian Wingfield, Systems Analyst	324	348B
Jim Watkins, Analyst Programmer	335	334I
Arthur Hohnsbehn, Analyst Programmer	352	392F
Richard Bundy, Analyst Programmer	359	392M
Susan Denny, Analyst Programmer	331	348B
Paul Godley, Analyst Programmer	354	392M
Ronnie Gaines, Systems Programmer	340	358B
Larry Butts, Telecommunications Specialist	339	358C
Ellen Haynes, Computer Operator	376	376
IBM Team		
Bill Bullard, Supervisor Statistical and Programming (IBM)	365	392I
Kathy Blake, Data Processing Coordinator	356	392H
Shirley Carroll, Data Processing Coordinator	350	392C
Dan Harris, Data Processing Assistant	345	358E
Glen Johnson, Analyst Programmer	353	392L
Steve Kulig, Analyst Programmer	366	392J
Donna Watkins, Data Processing Coordinator	355	392K
Margaret Perry, Data Processing Coordinator	351	392N
Dave Smith, Analyst Programmer	347	392A
Bessie Tippett, Data Entry Operator	360	392E
Coop. Student	358	392G
Information Resource Center		
F. Milam Johnson, Information Resource Center Coordinator	280	280
Nan Johnson, Office Assistant	281	281

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James G. Wingate, Vice President	413	401B
Judy Wilkerson, Executive Assistant	412	401C
Bob Allen, Associate Director		
Professional Development	403	401K
Lynda Wilkins, Office Assistant	425	434B
Basic Skills		
Bobby Anderson, Director	301	334C
Samantha Blalock, Office Assistant	327	334A-3
Don Snodgrass, Coordinator, ABE	332	334G
Florence Taylor, Coordinator, ABE	329	334E
Julie Moseley, Office Assistant	330	334F
Delane Boyer, Coordinator, GED and AHS	302	334B
Joy Matthews, Office Assistant	303	301J-2
Darlene Tart, GED/Competency Test Clerk	306	301J
James Camp, Training Specialist, ABE and Special Populations	337	334K
Samantha Blalock, Office Assistant	327	334A-3
Business and Industry Services		
Joe Sturdivant, Director	408	401F
Judy Strother, Secretary	417	401P
John Wiles, Associate Director New & Expanding Industry Services	407	401G
New Industry Training Coordinators		
Tom Bennett, Northeastern Region	405	401I
Rick Kimrey, Piedmont Region	*101-43 or	
Mitchell Community College, Statesville	(704) 878-3227	
Don Moore, Southeastern Region	406	401H
Bob Poore, Western Region, High Tech. Center		
Haywood Community College, Waynesville	(704) 452-1411	
Jean Overton, Assoc. Director, Small Business	409	401E
Peggy Walker, Secretary	418	401R
Glynda Lawrence, Associate Director	411	401D
Existing Industry Services		
Faye Steele, Secretary	416	401Q
Ana Cuomo, Coordinator of Developmental Operations	421	401M
Doris Nixon, CRT Operator	422	401O

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Employment Readiness Programs		
Bill Pursell, Director	456	498
Judy Stephenson, Secretary	455	496
Stephanie Deese, Assoc. Director, JTPA Programs	449	493
Bobbie Lancaster, Secretary	452	497
Audrey Foster, Data Entry Clerk	451	495
Peggy Graham, Assoc. Director, HRD Programs	453	499
Judy Stephenson, Secretary	455	496
J. W. Eades, Assoc. Director, Federal Voc. Ed.	445	485
Joy Martin, Program Assistant	446	480
Don Martin, Coordinator, Fed. Voc. Ed.	443	486
Roscoe Hager, Coordinator, MOA Voc. Ed.	444	483
Doris Jacobs, Coordinator, Sex Equity	448	489
Special Programs		
Charles Barham, Director	460	473
Vacant, Secretary	459	473
Ken Farmer, State Director for Fire Training	447	481
Vacant, Secretary	459	473

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Program Development Services		
Roger Worthington, Director	401	434D
Deborah Ward, Secretary	402	434C
Allen McNeely, Curriculum Information Specialist	440	460A
Jennifer Frazelle, Standards Coordinator	423	401L
Peggy Ball, Associate Director, General Education/ Service/Business	426	434E
Kathy Williams, Secretary	424	434A
Claudette Bowens, Coordinator Business Education Programs	427	434F
Peggy Houck, Secretary	429	434P
Sharron Morrissey, Coordinator English, Agricultural, & Service Occupations	428	434G
Peggy Houck, Secretary	429	434P
Luby Weaver, Associate Director Manufacturing & Engineering	439	434L
Judie Rounds, Secretary	434	434M
Mike Pittman, Coordinator Construction/Electrical/Electronics Trades	437	434K
Pam Williams, Secretary	433	434N
Gerald Pumphrey, Coordinator Transportation and Mechanical Programs	436	434J
Pam Williams, Secretary	433	434N
Elizabeth Jones, Associate Director Health Programs	435	434I
Susan Barbour, Secretary	430	434O
Julie Burnham, Program Coordinator Allied Health Programs	431	434H
Susan Barbour, Secretary	430	434O

STUDENT DEVELOPMENT SERVICES	EXT.	ROOM #
Janice Kennedy-Sloan, Vice President	314	301C
Grace Hocutt, Executive Assistant	313	301D
Enrollment Management		
Catherine C. Church, Director	307	301I
Sheila Hohnsbehn, Secretary	308	301H
Student Progress (Monitoring)		
Terry Shelwood, Director	311	301F
Sheila Hohnsbehn, Secretary	308	301H
Student Support Services		
William R. Strickland, Director	322	301L
Lavee Stuckey, Secretary	319	301O
Student Access and Equity		
Morris Johnson, Director	309	301G
Lavee Stuckey, Secretary	319	301O

TEMPORARY

April 18, 1990

REFERENCE DIRECTORY

SUBJECT	CONTACT	(919) 733-7051 EXT.
A		
AACJC Instructional Telecommunications Consortium	Fred Manley	334
A-7 Olivetti (Colleges)	Joe Barefoot	369
Academic Counseling	Janice Kennedy-Sloan	313
Academic Standards	Janice Kennedy-Sloan	313
Access and Equity	Janice Kennedy-Sloan	313
Accountability and Credibility Plans	Chuck Barham	411
Accounting (DCC)	Dot Sallinger	205
Accounting (Colleges)	John Malia	201
Accounts Payable	Dot Sallinger	205
Accounts Payable (Library Materials)	Chavon Casey	621
Accreditation (Libraries)	Pamela Doyle	635
Accreditation (Colleges)	Neill McLeod	721
Accreditation, Nursing Programs	Vercie M. Eller	431
Accreditation, Allied Health Progs.	Elizabeth Jones	435
Accreditation Criminal Justice Programs	Chuck Barham	411
Accruals (JTPA)	Linda Wilson	230
Adjustment Sheet	Patricia Edmondson	231
Administrative Code	Clay Hines	752
Admissions	Janice Kennedy-Sloan	313
Adult Basic Education Accounting	Myra Davis	208
Adult Basic Education (ABE)		
Grades 0-8, Program Operation	Florence Taylor/	329
	Don Snodgrass	332
In-Service Training	Jay Camp	337
Adult and Continuing Education Newsletter	Ana Cuomo	334
Adult Education		
State Director	Bobby Anderson	301
Continuing Education	Chuck Barham	411
Adult Driver Education	Chuck Barham	411
Adult High School Diploma Program, Grades 9-12	De Boyer	302
Adverse Weather Conditions	Rosalyn Comfort	704
Advertising of Positions (DCC)	Carolyn Austin	705
Advertising of Positions (Colleges)	Shelia Thompson	724
Affirmative Action (DCC)	Linda Coleman	701
Affirmative Action (Colleges)	Dir., Minority Affairs	720
Age Discrimination (Title III)	Dir., Minority Affairs	720
Aging	Neill McLeod	721
Agency for Public Telecommunications (NC) (Liaison)	Fred Manley	334
Agriculture & Nat. Res. Programs	Joyce Hilliard-Clark	428

Airline Charge Tickets	Dot Sallinger	205
Allied Health	Elizabeth Jones	435
Allotment of Funds (Colleges)	Larry Morgan	208
Alumni Association	Janice Kennedy-Sloan	313
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Applications for Employment (DCC)	Carolyn Austin	705
Applications for Employment (Colleges)	Shelia Thompson	724
Appointment Types (DCC)		
Permanent, Permanent part-time, Probationary, Temporary, Trainee	Carolyn Austin	705
Apprenticeship Programs	Mike Pittman	437
Art and Design Programs	Peggy Ball	426
Art Work (CC)	Shirley Galbrecht	744
Articulation		
Liaison (DCC/DPI)	Sandy Shugart	413
Public School System	Sandy Shugart	413
Senior Colleges & Universities	Sandy Shugart	413
Associate Degree in General Education Curriculum	Bobby Anderson	301
Audio-Visual Equipment (DCC)	Clarke McClure	608
Audio-Visual Instructional Modules	Fred Manley	334
Audio-Visual Material Cataloging	Ortha Allen	638
Audio-Visual Material Purchasing	Azalee Sain	618
Audits		
Equipment (DCC)	Veronica Ross	250
Equipment (Colleges)	Jeanette Ray	240
FTE	Bill Cole/David Brown	203/218
Colleges	John Malia	201
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Bank Reconciliations (DCC)	Gloria McLaughlin	204
Bank Reconciliations (Colleges)	Patricia Edmondson	231
Basic Educational Opportunity Grant (BEOG, Student Financial Aid)	Janice Kennedy-Sloan	313
Basic Skills Program	Bobby Anderson	301
Benefits - Employee (DCC)	Rosalyn Comfort	704
Book Allotments	Larry Morgan	208
Book Cataloging	Ortha Allen	638
Budget Allotments	Larry Morgan	208
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Building Repair & Upkeep	Veronica Ross	250
Business License Information	Bernell Dickinson	3-7535
Business Programs	Claudette Bowens	427

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Captive and Co-opted Groups		
(Extension)	Chuck Barham	411
(Curriculum)	Chuck Barham	411
Career Counseling	Janice Kennedy-Sloan	313
Cataloging Library Materials	Ortha Allen	638
Catalogs (Colleges)	Janice Kennedy-Sloan	313
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College Foundation (Guaranteed Student Loans, Student Financial Aid)	Janice Kennedy-Sloan	313
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Competency-based Curriculum Materials	Allen McNeely	440
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Computer Equipment Information	Phil Shepard	348
Computer Science Programs	Claudette Bowens	427
Computerized Information Retrieval Service (DCC & Colleges)	Fred Manley/Carol Ann Frazier	334
Conference - Budget Requirements	Harold Butts	209
Conference Room (Bd.) Scheduling	Dot Reardon	723
Conference Room (Pres.) Scheduling	Betty Jones	709
Congressional Delegation (NC)	Hal Miller	719
Construction, Design, Bids, Funding	Phil Albano/Dee Burns	237/242
Construction Accounting	Donna Tetrault	224
Construction Programs	Mike Pittman	437
Continuing Education Courses	Chuck Barham	411
Continuing Education (Occupational)	Roger Worthington	401
Contract Education Programs	Roger Worthington	401
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Cooperative Education & Work Experience	Roger Worthington	401
Cooperative Program Agreements	Sandy Shugart	413
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Correctional Education Plan	Neill McLeod	721
Corrections	Neill McLeod	721
Counseling and Advisement	Janice Kennedy-Sloan	313
Credentials Verification (DCC)	Carolyn Austin	705

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Critical Success Factors	Kathryn Baker Smith	728
Custodial Services	Veronica Ross	250
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Curriculum Programs Information & Continuing Education Courses:		
Agriculture & Natural Resources Programs	Joyce Hilliard-Clark	428
Allied Health Programs	Elizabeth Jones	435
Art & Design Programs	Peggy Ball	426
Business Programs	Claudette Bowens	427
Construction Programs	Mike Pittman	437
Educational Programs	Peggy Ball	426
Electrical/Electronics Programs	Mike Pittman	437
Mechanical/Manufacturing Progs.	Luby Weaver	439
Nursing Programs	Vercie M. Eller	431
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Transportation Programs	Roger Worthington	401
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Data Processing Services	Bill Bullard	365
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Desegregation Impact Statements (Curriculum Programs)	Roger Worthington	401
Design & Art Layout (DCC)	Shirley Galbrecht	744
Developmental Studies	Roger Worthington	401
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Disadvantaged Programs (Voc. Educ.)	J. W. Eades	727
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Discrimination (DCC)	Linda Coleman	701
Displaced Homemaker Programs (Voc. Ed.)	Doris Jacobs/ J. W. Eades	448 727
Disposition Policy/Library Materials	Major Boyd	333
Doctor's Certificate (DCC)	Carolyn Austin	705
Donations (Equipment)	Lawrence Burnette	239
Donations (Warehouse)	William Gillespie	3-9215
Drug Free Workplace (DCC)	Rosalyn Comfort	704

Dual Employment (DCC)	Rosalyn Comfort	704
Duplicating (Rush Jobs)	Veronica Ross	250

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Educational Assistance (DCC)	Rosalyn Comfort	704
Educational Programs	Peggy Ball	426
Electronic Mail	Helen Pearce/Pat Hill	368/371
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Employee Suggestion System (DCC)	Rosalyn Comfort	704
Employee Practices: Advertising, Interviewing, Evaluations, Promoting and Hiring (Colleges)	Dir., Minority Affairs	720
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Employment Verifications	Rhonda Stephenson	703
Energy Management	Phil Albano	237
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Enrollment Management	Janice Kennedy-Sloan	313
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Evaluation Performance (DCC)	Lori Grippo	702
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Excess Library Materials	Major Boyd	333
Excess Registration (Conference/Workshop)	Dot Sallinger	205
Executive Management and Leadership Institute (EMLI)	Neill McLeod	721
Existing Industry Services	Glynda Lawrence	421
Exit Interviews (DCC)	Linda Coleman	701
Expanding Industry Training	John Wiles	407
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Fire Instructor Certification		
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National Fire Academy Programs	Ken Farmer	403
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Fixed Asset System	Veronica Ross	250
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Follow-Up Data:		
Employer and Student	J. W. Eades	727
Foodservice, Lodging, & Tourism Ed.	Jean Overton	409
Formula Allotments	Larry Morgan	208
Foundation Resources	David Daniel	856-9039
FTE Audits	Bill Cole/David Brown	203/218
FTE Data	Margaret Perry/Bill Bullard	358/365

G

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	Hal Miller	719
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Grants (DCC)	Neill McLeod	721
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Graphics	Hilda Raynor	723
Grievances & Appeals (DCC)	Linda Coleman	701
Guaranteed Student Loans	Janice Kennedy-Sloan	313

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Handicapped & Disadvantaged Documentation	Bill Cole/David Brown	203/218
Handicapped Programs (Vocational Ed.)	J. W. Eades	727
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Hazardous Materials Training	Ken Farmer	403
Health Insurance (DCC)	Carolyn Austin	705

Health Programs (Allied)	Elizabeth Jones	435
Health Programs (Nursing)	Vercie M. Eller	431
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High School Outreach	Janice Kennedy-Sloan	313
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Human Resources Development (HRD)	Peggy Graham	312

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Immured Groups (Curriculum)	Roger Worthington	401
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Indirect Cost Plans	Walter Currie	919/323-1961
Industry	Joe Sturdivant	408
Information Resource Center	Milam Johnson	280
Information Retrieval	Fred Manley/Carol Ann Frazier	334
In-Plant Training	Joe Sturdivant	408
Institutional Accreditation	Neill McLeod	721
Institutional Information Systems	Phil Shepard	348
Institutional Receipts	Janice Ferrell	223
Institutional Staff Data	Shirley Carroll/Bill Bullard	356/365
Institutional Vacancies	Shelia Thompson	724
Instructional Telecommunications Consortium (AACJC)	Fred Manley	334
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Insurance (Billings and/or Changes)	Gloria McLaughlin	204
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Insurance Agents' Prelicensing Program	Jean Overton	409
Inter-Institutional Instructional Contracts	Roger Worthington	401
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Job Development & Placement (HRD)	Peggy Graham	312
Job Development/Placement (Students)	Janice Kennedy-Sloan	313
Job Register (Colleges)	Shelia Thompson	724
Job Training (Industry)	Joe Sturdivant	408
Job Training Partnership Act (JTPA)	Stephanie Deese	449
Jury Duty	Carolyn Austin	704

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Law Enforcement Training Services	Chuck Barham	411
Learning Resources (Centers)	Fred Manley	334
Leave Records	Rhonda Stephenson	703
Leave Without Pay	Carolyn Austin	705
Legal Services	Clay Hines	752
Legislative Matters		
North Carolina	Roger Bone/Hal Miller	3-5023/719
Federal	Hal Miller	719
Length of State Service	Carolyn Austin	705
Letters of Intent Curriculum Progs.	Roger Worthington	401
Libraries - Institution	Major Boyd	333
Libraries - Coordination, Automation, Planning/Development	Pamela Doyle	635
Library Book Formula	Larry Morgan	208
Library Materials		
Accounts Payable	Chavon Casey	621
Cataloging	Ortha Allen	638
Discarded Materials	Major Boyd	333
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Invoices	Chavon Casey	621
Purchase Orders	Azalee Sain	618
Shipping	Ronnie Thompson	626
Library - Program Development Svcs.	Allen McNeely	440
Licensure/Certification (Nursing and Allied Health)	Vercie Eller/Elizabeth Jones	431/435
Life Insurance	Gloria McLaughlin	204
Limited English Proficiency (Voc. Ed.)	J. W. Eades	727
Literacy Basic Skills		
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Family Literacy	Donald Snodgrass	332
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Monitoring and Evaluation	Donald Snodgrass	332
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Special Projects	Donald Snodgrass	332
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(Institutional)	Kathryn Baker Smith	728
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Longevity (DCC)	Carolyn Austin	705
Longevity (Colleges)	John Malia	201
Learning Resource Centers (LRC)	Fred Manley	334
Local Area Network	Milam Johnson	280

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Mail	Clarke McClure	608
Management Information Services	Steve Ijames	366
Marketing (Students)	Janice Kennedy-Sloan	313
Maternity Leave	Carolyn Austin	705
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Media Mailing List	Debra Holloway	744
Media Processing Services	Major Boyd	333
Media Relations	Mark Van Sciver/ Tracy Thompson	722 723
Media (Books & AV) Shipping	Ronnie Thompson	626
Mental Retardation Spec. Project	Jay Camp	337
Methods of Administration	Roscoe Hager	443
Microcomputer Contract	Milam Johnson	280
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Microcomputer Education	Claudette Bowens	427
Military Leave	Carolyn Austin	705
Information Services	Steve Ijames	366
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National Center for Research in Vocational Education	J. W. Eades	727
NC Agency for Public Telecommunications (Liaison)	Fred Manley	334
NC Science and Technology Research Center (NC/STRC)	Fred Manley	334
Networks	Milam Johnson	280
New Employee Information (DCC)	Rosalyn Comfort	704
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Newspaper, Radio, Television Inquires	Mark Van Sciver/ Tracy Thompson	722 723
Notary Public Education (Prelicensing)	Jean Overton	409
Numbered Memoranda	Marion Patrick	716
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Occupational Education Research	J. W. Eades	727
Occupational Continuing Education	Roger Worthington	401
Office Automation	Helen Pearce/Pat Hill	368/371
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Office Skills Training Program	Rosalyn Comfort	704
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Orientation (Students)	Janice Kennedy-Sloan	313
Orientation and Motivation Training (HRD)	Peggy Graham	312
Orientation Program (DCC)	Rosalyn Comfort	704

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Personnel Policy Information	Linda Coleman	701
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Political Activity	Linda Coleman	701
Position Advertising (DCC)	Carolyn Austin	705
Position Advertising (Colleges)	Shelia Thompson	724
Position Description and Information	Lori Grippo	702
Prepaid Legal Services	Rosalyn Comfort	704
Presidents' Address List	Dot Reardon	729
President's Award	Rosalyn Comfort	704
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Presidents' Mail Labels	Debra Holloway	744
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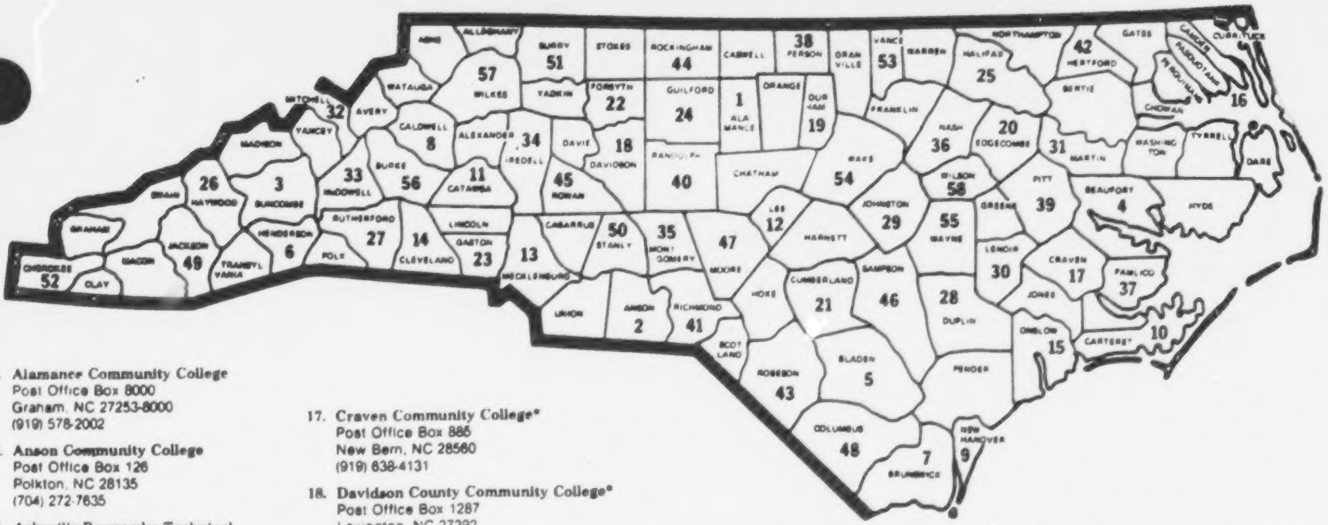
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		Speed dial #
Alamance Community College	919-578-1987	61
Anson Community College	704-272-8904	11
Asheville-Buncombe Technical Community College	704-251-6355	12
Beaufort Community College	919-946-0271	13
Bladen Community College	919-862-3484	14
Blue Ridge Community College	704-692-2441	15
Brunswick Community College	919-754-7805	16
Caldwell Community College and Tech Institute	704-726-2216	17
Cape Fear Community College	919-763-2279	18
Carteret Community College	919-247-2514	19
Catawba Valley Community College	704-327-7000 EXT. 301	--
Central Carolina Community College	919-775-1221	21
Central Piedmont Community College	704-342-5045	22
Cleveland Community College	704-484-4036	23
Coastal Carolina Community College	919-455-7027	24
College of The Albemarle	919-335-2011	25
Dare County Center	919-473-5497	--
Craven Community College	919-638-4232	26
Havelock Center	919-447-2994	--
Davidson Community College	704-249-0088	27
Business Office	704-249-0379	--
Durham Technical Community College	919-598-9412	28
Edgecombe Community College	919-823-6817	29
Rocky Mount Center	919-985-2212	--
Fayetteville Technical Community College	919-484-6600	30
Forsyth Technical Community College	919-761-2399	31
Gaston College	704-922-6440	32
Guilford Technical Community College	919-454-2510	33
Halifax Community College	919-536-4144	34
Haywood Community College	704-627-3606	35
Isothermal Community College	704-286-1120	36
James Sprunt Community College	919-296-1636	37
Johnston Community College	919-934-2823	38
Lenoir Community College	919-527-6223 EXT. 323	--
Martin Community College	919-792-4425	40
Mayland Community College	704-765-0728	41
McDowell Technical Community College	704-652-1014	42
Mitchell Community College	704-878-0872	43
Montgomery Community College	919-576-2176	44
Nash Community College	919-443-0828	45
Pamlico Community College	919-249-2377	46
Piedmont Community College	919-597-3817	47
Pitt Community College	919-355-4401	48
Randolph Community College	919-629-4695	49
Richmond Community College	919-582-7028	50

Roanoke-Chowan Community College	919-332-2210	51
Robeson Community College	919-671-4143	52
Rockingham Community College	919-349-9986	53
Rowan-Cabarrus Commuity College President	704-637-3692	54
LRC	704-637-6642	--
Sampson Community College	919-592-8048	55
Sandhills Community College	919-692-2756	56
Southeastern Community College	919-642-5658	57
Southwestern Community College	704-586-4093 EXT. 293	--
Stanly Community College	704-982-0819	59
Surry Community Colleg	919-386-8951	60
Tri-County Community College	704-837-3266	62
Vance-Granville Community College	919-430-0460	63
South Campus (Butner)	919-528-1201	--
Warren County	919-257-3612	--
Franklin County	919-496-6604	--
Wake Technical Community College	919-779-3360	64
Wayne Community College	919-736-3204	65
Western Piedmont Community College	704-438-6015	66
Wilkes Community College	919-651-8749	67
Wilson County Technical College	919-243-7148	68

Revised: July 1, 1992
(AM)

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1990
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STATE BOARD OF COMMUNITY COLLEGES

July 9, 1992

Name and Occupation	Mailing Address	Appointed	Term Expires	Telephone
Mrs. Barbara K. Allen Manager,Community Relations Dept. Carolina Power & Light Co.	3714 Marsh Creek Road Raleigh, NC 27604	Senate	6/30/97	919-546-6309 O
Mr. Royce N. Angel (Board Vice Chairman) Manager - Regulatory and External Affairs Southern Bell Telephone Co.	3809 Shipyard Blvd. PO Box 960 Wilmington, NC 28403	Governor	6/30/93	919-392-8727 O
Mr. U. James Bennett Personnel Representative Perdue	P. O. Box 1726 Monroe, NC 28111	Governor	6/30/95	919-997-8556 O
Mr. Mayo Boddie Chairman and CEO Boddie Noell Enterprises,Inc.	Boddie-Noell Enterprises,Inc. P.O. Box 1908 Rocky Mount, NC 27802-1908	Governor	6/30/95	919-937-2800 O
The Hon. Harlan E. Boyles State Treasurer	Albemarle Building 325 Salisbury St. Raleigh, NC 27611	Ex Officio		919-733-3951 O
Mr. John H. Carrington President & CEO Sirchie Group of Companies	Sirchie Laboratories PO Box 30576 Raleigh, NC 27622	* Ex Officio		919-781-3120 O
Mr. Asa B. Dail President, Damco, Inc.	PO Box 1656 New Bern, NC 28560	Governor	6/30/97	919-633-1404 O
Mr. Richard L. Daugherty E.S.D. Vice President of Manufacturing, IBM	PO Box 12195 600/B002E1 Research Triangle Park NC 27709	Governor	6/30/93	919-543-5201 O
Mr. Meigs C. Golden First Vice President Interstate/Johnson Lane	PO Box 1152 Sanford, NC 27330	House	6/30/95	919-774-4711 O
Mrs. Elisabeth G. Hair Pres., Sunbelt Communications,Inc.	1522 Stanford Place Charlotte, NC 28207	House	6/30/97	704-376-2813 O
Mr. Edward J. High Retired, City of Charlotte	1709 Patton Avenue Charlotte, NC 28216	Senate	6/30/93	704-375-3176 H
Mr. B. E. Mendenhall, Jr. Retired, Superior Mfg.	Rte 16, Box 362 Winston-Salem, NC 27107	Governor	6/30/97	919-769-2871 H
Mr. Jason R. Parker Assistant District Attorney	2047 34th. Ave. Dr.,N.E. Hickory, NC 28601	Governor	6/30/93	704-464-6378 O
Mr. James M. Patterson Retired, Former Manager, Public Affairs, AMOCO Corp.	Box 195 Lake Toxaway, NC 28747	Governor	6/30/95	704-966-4723 H

*Appointed by Lt. Governor

-Over-

Name and Occupation	Mailing Address	Appointed	Term Expires	Telephone
G. Herman Porter Retired	202 Deerborn Circle Goldsboro, NC 27534	House	6/30/97	919-778-0722 H
VACANT (eff. June 25)		Governor	6/30/97	
Dr. C. Lorenzo Shoffner Retired Dentist	PO Box 266 Weldon, NC 27890	House	6/30/93	919-537-3923 H
Mr. William F. Simpson (Board Chairman) Owner, Sanitary Cafe	1002 Oakcrest Drive Reidsville, NC 27320	Governor	6/30/97	919-349-8621 O
Ms. Winifred J. Wood VP, F.P.Wood & Son, Inc.	PO Box 159 Camden, NC 27921	Senate	6/30/97	919-335-4357 O
Mr. James J. Woody, Jr. Safety & Environmental Mgr. Chandler Concrete Co., Inc.	1256 Old Salem Rd. Roxboro, NC 27573	Senate	6/30/95	919-226-1181 O

State Board of Community Colleges

College Continuing Education Internal Audit Plan

Compliance Review Checklist

College________________________________ Plan Date____________________

Yes/No Criteria

I.________ Has the college plan been submitted to the college board of trustees for information and/or approval?

II.________ Does the college plan state the college procedure for periodically reporting audit findings to the college board of trustees?

III.******** Does the college plan appropriately address each of the following criteria?

A. On-site visits to each class

________ (1) The instructor's supervisor or designated representative as approved by the senior continuing education administrator will make at least one visit each quarter to all continuing education classes (all sections of each course) and will maintain written documentation for the purpose of establishing an audit trail. When the duration of the class restricts the ability to visit one class session, adequate documentation of the class' existence will be acceptable in lieu of a visit.

________ (2) When applicable, the next level supervisor will make selected unannounced visits each quarter and will maintain written documentation of these visits.

________ (3) The senior continuing education administrator will visit selected "off-campus" continuing education classes each quarter with no prenotification of these visits and will maintain written documentation of such visits. An off-campus class is defined as any class not held in institutionally owned or leased property or a center under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place therein. The senior continuing education administrator may delegate the "second level off-campus" visit requirement to an appropriate upper level administrator/supervisor

Date ________

provided the delegation is approved in writing by the college president and included in the college's approved internal audit plan.

******** (4) In implementing the plan and the criteria relative to the senior continuing education administrator's visits to selected off-campus classes, the following guidelines are established for uniformity in these off-campus visitations and are to be a part of the college plan:

________ (a) When 200 or more off-campus classes are offered in a given quarter, a minimum of 10 percent of the classes must be visited by the senior continuing education administrator; or, when fewer than 200 off-campus classes are offered in a given quarter, a minimum of 20 percent of the classes must be visited by the senior continuing education administrator.

________ (b) Registration periods should not be considered as one of the senior continuing education administrator's unannounced class visits.

B. Student Membership Verification

________ (1) Appropriate forms signed by enrollees (class receipt forms, class registration forms, etc.) must be utilized for all continuing education classes and must be carefully checked. If the form must be signed by a teacher (most likely ABE or Compensatory Education), appropriate measures should be taken to assure that the students are enrolled properly. In all instances, State Board policies in the Administrative Code and the System's Accounting Manual shall be followed.

________ (2) A random sample (of sufficient size) of the individuals registered in off-campus continuing education courses will be contacted by a college president designated representative to assure verification of actual attendance. Samples shall include courses which are held in locations and under conditions which might be subject to abuse.

C. Instructor Verification

________ Procedures associated with the payment of full-time and part-time personnel must include appropriate verification that services have been rendered and that proper personnel are being paid.

D. College Approval Process for Conducting a Continuing Education Class

_______ (1) The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes consistent with the mission and role of the community college system. Classes which are held without prior approval will not earn budget FTE. Criteria for accreditation by the Southern Association of Colleges and Schools (SACS) prescribes that each college must have a planning and evaluation process. Applicable segments of these criteria should be utilized in developing the college internal audit plan and evaluating educational progress.

_______ (2) The college will maintain an up-to-date master schedule, including day, time, and location, for all continuing education classes.

E. College Responsibility for Accuracy in Reporting Practices in Continuing Education Programs

_______ (1) The college president, having overall responsibility for college administration, must take appropriate measures to ensure that the internal audit plan is maintained and that the college complies with its approved procedure.

_______ (2) A process for reporting internal audit results to the president on a quarterly basis must be outlined in the college plan.

IV. Comments

V. _______The plan is approved as submitted.
_______The plan is approved as amended.
_______The plan is not approved as submitted.
(Please see comments in paragraph IV above.)

Reviewed By_________________________Date_________________________
Reviewed By_________________________Date_________________________
Reviewed By_________________________Date_________________________

May 31, 1990

MASTER COURSE LIST

CONTINUING EDUCATION

(Revised)

EFFECTIVE SUMMER QUARTER - 1991

NORTH
CAROLINA
COMMUNITY
COLLEGE SYSTEM

SPECIAL PROGRAMS SECTION
PROGRAMS DIVISION
NC DEPARTMENT OF COMMUNITY COLLEGES

COURSE PREFIX
ALPHABETIZED BY SUBJECT/DISCIPLINE AREA

This prefix list is alphabetized by subject/discipline for all approved course prefixes (discipline code). The college must use these prefixes when reporting courses for FTE purposes.

PRE-FIX	SUBJECT AREA/DISCIPLINE
ACA	Academic Related
ACC	Accounting; Taxes
ABE	Adult Basic Education
AHS	Adult High School
AER	Aerospace and Flight Training
AGR	Agriculture
AHR	Air Conditioning, Heating and Refrigeration
ATC	Air Traffic
AIB	American Institute of Banking courses
ASL	American Sign Language
ANS	Animal Science
ANT	Anthropology
APR	Appraisal
APP	Apprenticeship
ARG	Archeology
ARC	Architecture
ART	Art
AST	Astronomy
AUD	Audiovisual
ATR	Automation Training, Automation and Robotics
AUT	Automotive
AVI	Aviation Maintenance
AVO	Avocational
BAF	Banking and Finance
BIO	Biology
BPR	Blueprint Reading
BOT	Botany
BRA	Braille
BLD	Building Inspection (Continuing Ed. Only W977)
BUS	Business
CAB	Cabinetmaking
CAR	Carpentry
CER	Ceramics
CHM	Chemistry
CIV	Civil
CDE	Civil Preparedness
COD	Code Enforcement (Continuing Ed. Only W977)
COM	Communications (Continuing Ed. Only W401)
CED	Compensatory Education
CAS	Computer Application
CSC	Computer Language Programs
CON	Conservation
CST	Construction
COE	Cooperative Education
COR	Correctional Science
COS	Cosmetology
CJC	Criminal Justice
CUS	Custodial
DAN	Dance
DEN	Dental
DES	Design (Creative and Aesthetic)
DDF	Design Drafting (Engineering)
DIE	Diesel Mechanics Engine
DET	Dietetics
MKT	Distribution & Marketing
DFT	Drafting

PRE-FIX	SUBJECT AREA/DISCIPLINE
DRA	Drama
DRI	Driver Education
ECL	Ecology
ECO	Economics
EDU	Education
ELS	Electric Line Safety (Con.Ed. Only W976)
ELC	Electrical
ELM	Electromechanical
END	Electroneurodiagnostic
ELN	Electronics
EME	Emergency Management
EMS	Emergency Medical Service
EMA	Employee Assistance
EGY	Energy
EGR	Engineering Tech.
ENG	English
ESL	English as a Second Language
ENV	Environment
EQU	Equestrian
EIT	Expanding Industry Training
FCR	Fiber Craft, Weaving
FBG	Fiberglass & Fiberglass Moldmaking
FCE	Fire Code Inspection (Con Ed. Only W977)
FIP	Fire Protection
FWL	Fish and Wildlife
FIS	Fisheries (Continuing Ed. Only W973)
FLO	Floral Design
FPR	Food Processing
FSO	Foodservice
FLI	Foreign Languages (Continuing Ed. Only W410)
FOR	Forestry
FRE	French
FSE	Funeral Service
FUR	Furniture Manufacturing
GED	General Education Development
GEO	Geography
GEL	Geology
GER	German
GRO	Gerontology
GRA	Graphics - Printing
GSM	Gunsmithing
HAZ	Hazardous Materials
HEA	Health
HEV	Heavy Equipment & Truck Mechanics
HEO	Heavy Equipment Operation
HPR	Historical Preservation
HIS	History
HEC	Home Economics
HMK	Homemaking
HOR	Horticulture
HOS	Hospitality, Travel and Tourism
HRM	Hotel and Restaurant Management
HRD	Human Resource Development(Con. Ed. Only W995)
HSE	Human Services
HUM	Humanities
HYD	Hydraulics and Pneumatics

PREFIX	SUBJECT AREA/DISCIPLINE ISC Industrial Science
INS	Insurance IPP Interpreter Training Preparation Program
ITA	Italian
JPN	Japanese
JCR	Jewelry Crafting
JOU	Journalism
SRV	Land and Construction Surveying
LAN	Language (Continuing Ed. Only A303)
LEO	Lasers and Optics
LAT	Latin
LLB	Learning Laboratory
LEX	Legal Education
LIB	Library Science
MNT	Maintenance
MSC	Marine Science
MAS	Masonry
MAT	Mathematics
MEC	Mechanical
MEM	Mechanics and Maintenance (Continuing Ed. Only P965)
MED	Medical Assisting
MLA	Medical Laboratory
MRE	Medical Records
MHT	Mental Health
MEG	Metal Engraving
MLS	Military Science
MIC	Miscellaneous (Continuing Ed. Only P964)
MTS	Mortuary Science
MUS	Music
MIR	Musical Instrument Repair
NIT	New Industry Training
NUR	Nursing
NUT	Nutrition
OTA	Occupational Therapy
OSC	Office Science Education
OPT	Opticianry
ORI	Orientation
PBT	Phlebotomy
PHM	Pharmacy & Pharmacology
PHI	Philosophy
PFN	Photofinishing
PHO	Photography
PED	Physical Education
PHS	Physical Science, Earth Science, & Meteorology
PTH	Physical Therapy
PHY	Physics
PLA	Plastics
PLU	Plumbing
PSC	Police Science (Continuing Ed. Only W983) POL Political Science
POS	Postal Serivce
PME	Power Mechanics, Small Engines & Motorcycle Repair
PRE	Pre-Employment Training (Continuing Ed. Only W999)
PRN	Printing
PRC	Production Crafts (Continuing Ed. Only W560)
PSY	Psychology
RTV	Radio, TV Communication Broadcasting
RAD	Radiography
RED	Reading
RLS	Real Estate
REC	Recreation & Health Education
REL	Religion
RSP	Respiratory
RUS	Russian
SAF	Safety
SAN	Sanitation
SCI	Science
SEW	Sewing
SWS	Sheltered Workshops
SBC	Small Business Centers (Cont. Ed. Only W760)

PREFIX	SUBJECT AREA/DISCIPLINE
SSC	Social Science
SWK	Social Work
SOC	Sociology, general
SPA	Spanish
SPH	Speech
SUR	Surgery
TXY	Taxidermy
TEL	Telephony
TEX	Textiles
TRE	Therapeutic Recreation
TRA	Traffic
TRP	Truck Driver Training
UPH	Upholostery
VET	Veterinary
WAT	Waste Processing
WLD	Welding
WPP	Wood Products
WWK	Woodworking
ZOO	Zoology

CONTINUING EDUCATION PROGRAM CODES BY TITLE

PROGRAM CODE..	TITLE......................................
A710	ACADEMIC RELATED
W756	ADMINISTRATIVE MANAGEMENT
A101	ADULT BASIC EDUC GRADES 1-4
A102	ADULT BASIC EDUC GRADES 5-8
W220	ADVERTISING
W115	AGRICULTURAL PRODUCTS AND PROCESSING
W113	AGRICULTURE MECHANICS
W111	AGRICULTURE PRODUCTION
W970	AIR CONDITIONING
W968	AIRCRAFT MAINTENANCE & OPERATION
W118	ANIMAL SCIENCE
A701	ANTHROPOLOGY
W101	APPLIED CHEMISTRY
W990	APPRENTICESHIP - BUILDING TRADES
W991	APPRENTICESHIP - METALS & PLASTICS TRADES
W992	APPRENTICESHIP - PRINTING TRADES
W994	APPRENTICESHIP - PUB UTILITY TR
W993	APPRENTICESHIP - SERVICE TRADES
R101	ARCHERY
A301	ART
W971	AUTOMOTIVE
M401	AVOCATIONAL
R102	BADMINTON
W221	BANKING, FINANCE, AND CREDIT
R103	BASEBALL
R104	BASKETBALL
R105	BICYCLING
W972	BLUEPRINT READING
R107	BODY EXERCISE & WEIGHT CONTROL METHODS
R132	BOWLING
R301	BRIDGE
R302	CANASTA
W974	CARPENTRY
R303	CHECKERS
R304	CHESS
W540	CHILD CARE
W301	CIVIL ENGINEERING METHODS
W977	CODE ENFORCEMENT
R501	COIN COLLECTING
W401	COMMUNICATIONS
A201	COMPENSATORY EDUCATION
W751	COMPUTER SCIENCE/APPLICATIONS
A702	CONSUMER ECONOMICS
W966	CRIMINAL JUSTICE - MANDATED
W967	CRIMINAL JUSTICE - NON-MANDATED
R109	DIVING
R305	DOMINOES
W978	DRAFTING
A305	DRAMA
W984	ELECTRICAL
W976	ELECTRICAL LINE SAFETY
W986	ELECTRONICS

W314	EMERGENCY MANAGEMENT
W330	EMERGENCY MEDICAL SERVICES
W405	EMPLOYEE ASSISTANCE
A108	ENGLISH AS A SECOND LANGUAGE - ADVANCED
A106	ENGLISH AS A SECOND LANGUAGE - BEGINNING
A107	ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE
R133	EQUESTRIAN TRAINING
W997	EXPANDING INDUSTRY TRNG (EIT)
R110	FENCING
W982	FIRE SERVICE
R134	FISHING
R111	FOOTBALL
W410	FOREIGN LANGUAGES
W979	FURNITURE MANUFACTURING
W753	GENERAL CLERICAL
A703	GEOGRAPHY
R112	GOLF
W985	GRA[HICS ARTS
R113	GYMNASTICS
W337	HEALTH OCCUPATIONS
A103	HIGH SCHOOL DIPLOMA FOR ADULTS
A104	HIGH SCHOOL EQUIV CERT (GED)
A105	HIGH SCHOOL EQUIV CERT VIA TV
R114	HIKING/CAMPING
A704	HISTORY
P561	HOMEMAKING
W210	HOSPITALITY
R136	HOT AIR BALLOONING
R502	HOUSE PETS
W995	HUMAN RESOURCES DEVELOPMENT
R135	HUNTING
W224	INSURANCE
A705	JOURNALISM
W998	JTPA: JOB TRAINING AND PLACEMENT ACT
R115	JUDO
R116	JUJITSU
R117	KARATE
R118	LACROSSE
A303	LANGUAGES
A145	LEARNING LAB GRADES 1-8
A148	LEARNING LAB GRADES 9 AND UP
W226	MARKETING
W975	MASONRY
A501	MATH
P965	MECHANICS AND MAINTENANCE
W980	METALWORKING
P964	MISCELLANEOUS
A304	MUSIC
W996	NEW INDUSTRY TRAINING (NIT)
W560	OCCUPATIONAL CRAFTS
W420	OCCUPATIONAL MATHEMATICS
W750	OFFICE
W752	OFFICE MACHINES
W117	ORNAMENTAL HORTICULTURE
W981	PERSONAL SERVICES

A706	PHILOSOPHY
W701	PHYSICS: INDUSTRIAL OPTIONS
W901	PHYSICS: MECHANICAL OPTIONS
R308	PINOCHLE
W989	PLASTIC & MINERAL PRODUCTS
W969	PLUMBING
A707	POLITICS
W999	PRE-EMPLOYMENT TRAINING (BASIC)
A709	PSYCHOLOGY
W227	REAL ESTATE
A302	RELIGION
R119	RIFLE
R503	ROCK COLLECTING
R306	ROOK
R120	RUGBY
R307	RUMMY
W338	SAFETY AND FIRST AID
R121	SAILING
A901	SCIENCE
W425	SCIENCE TECHNOLOGY
R123	SCUBA DIVING
W973	SEAFOOD OCCUPATIONS TRNG
W754	SECRETARIAL AND RELATED
R701	SEMINARS
R124	SKIING
W760	SMALL BUSINESS CENTER
R122	SOCCER
R125	SOCIAL DANCING
A708	SOCIOLOGY
R126	SOFTBALL
R106	SPORT BOATING
R504	STAMP COLLECTING
R127	SWIMMING
R129	TABLETENNIS
W548	TEACHER INSERVICE EDUCATION
R128	TENNIS
W987	TEXTILE PRODUCTION & FABRICATION
R130	TRACK AND FIELD
W228	TRANSPORTATION
W758	TYPING AND RELATED
R131	VOLLEYBALL
W988	WELDING

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Avocational Course Numbers and Titles 31-32

Self-Supporting Course Numbers and Titles 33-37

CONTINUING EDUCATION COURSE TITLES AND CODES

PREPARATORY OR DEVELOPMENTAL COURSE NUMBERS AND TITLES

A 101 ADULT BASIC EDUCATION GRADES 0-5

ABE2001	ADULT BASIC EDUCATION GRADES 0-5
ABE2003	ADULT BASIC EDUCATION GRADES 0-5 (ABLE)

A 102 ADULT BASIC EDUCATION GRADES 6-8

ABE2002	ADULT BASIC EDUCATION GRADES 6-8
ABE2004	ADULT BASIC EDUCATION GRADES 6-8 (ABLE)

A 103 HIGH SCHOOL DIPLOMA FOR ADULTS

AHS2001	HIGH SCHOOL DIPLOMA FOR ADULTS

A 104 HIGH SCHOOL EQUIVALENCY CERTIFICATE (GED)

GED2001	HIGH SCHOOL EQUIV CERT (GED)

A 105 HIGH SCHOOL EQUIVALENCY CERTIFICATE VIA TV

GED2002	HIGH SCHOOL EQUIV CERT VIA TV

A 106 ENGLISH AS A SECOND LANGUAGE - BEGINNING

ESL2005	ENGLISH AS SECOND LANGUAGE - BEGINNING

A 107 ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE

ESL2006	ENGLISH AS SECOND LANGUAGE-INTERMEDIATE

A 108 ENGLISH AS A SECOND LANGUAGE - ADVANCED

ESL2007	ENGLISH AS SECOND LANGUAGE - ADVANCED

A 145 LEARNING LABORATORY GRADES 1-8

LLB2001	LEARNING LABORATORY GRADES 1-8

A 148 LEARNING LABORATORY GRADES 9 AND UP

LLB2002	LEARNING LABORATORY GRADES 9 & UP

A 201 COMPENSATORY EDUCATION

CED2001	COMMUNITY LIVING
CED2002	CONSUMER EDUCATION
CED2003	HEALTH
CED2004	LANGUAGE
CED2005	MATH
CED2006	SOCIAL SCIENCE
CED2007	VOCATIONAL EDUCATION

ACADEMIC EXTENSION COURSE NUMBERS AND TITLES

HUMANITIES

A 301 ART

ART2010	ART APPRECIATION
ART2022	HISTORY OF ANTIQUES
ART2021	HISTORY OF ART
ART2017	HISTORY OF TELEVISION
ART2009	LITERARY ART
ART2011	PHOTOGRAPHIC ART

A 302 RELIGION

REL2001	BIBLE
REL2002	COMPARATIVE RELIGION
REL2003	HISTORY OF RELIGION
REL2004	NEW TESTAMENT
REL2005	OLD TESTAMENT
REL2006	WORLD RELIGIONS

A 303 LANGUAGES

LAN2001	ASIAN LANGUAGES
LAN2002	ENGLISH
LAN2003	FOLK LANGUAGES
LAN2004	FRENCH
LAN2005	GERMAN
LAN2010	GREEK
LAN2011	ITALIAN
LAN2012	LATIN
LAN2009	MANUAL LANGUAGE
LAN2006	PHONICS
LAN2007	RUSSIAN
LAN2008	SPANISH

A 304 MUSIC

MUS2012	MUSIC APPRECIATION
MUS2013	MUSIC THEORY

A 305 DRAMA

DRA2016	THEATRE ART

A 501 MATH

MAT2001	ALGEBRA
MAT2002	BASIC MATH
MAT2003	BUSINESS MATH
MAT2004	CALCULUS
MAT2005	CONSUMER MATH
MAT2006	GEOMETRY
MAT2010	METRIC SYSTEM
MAT2007	MODERN MATH
MAT2008	SLIDE RULE
MAT2009	TRIGONOMETRY

A 701 ANTHROPOLOGY

ANT2001	AFRICAN CULTURE
ANT2002	ANTHROPOLOGY
ANT2003	ARCHAEOLOGY
ANT2004	ASIAN CULTURE
ANT2005	AUSTRALIAN CULTURE
ANT2006	CENTRAL AMERICAN CULTURE
ANT2007	CIVILIZATION
ANT2008	CULTURAL ARTIFACTS
ANT2009	EUROPEAN CULTURE
ANT2010	GENETICS & HUMAN EVOLUTION
ANT2011	NORTH AMERICAN CULTURE
ANT2012	SOUTH AMERICAN CULTURE

A 702 CONSUMER ECONOMICS

ECO2000	CONSUMER ECONOMICS
ECO2001	ECONOMICS
ECO2002	ESTATE PLANNING
ECO2003	INCOME TAX
ECO2004	INVESTMENTS & SECURITIES
ECO2006	MONEY & BANKING
ECO2007	RETIREMENT & PRE-RETIREMENT PLANNING
ECO2008	STOCKS AND BONDS
ECO2009	WILLS, TRUSTS, & PROBATES

A 703 GEOGRAPHY

GEO2001	AERIAL PHOTOGRAPHY
GEO2002	ENVIRONMENTAL SCIENCES
GEO2003	MAPS AND GLOBES
GEO2004	METEOROLOGY
GEO2005	POPULATION
GEO2006	RURAL GEOGRAPHY
GEO2007	UNITED STATES GEOGRAPHY
GEO2008	URBAN GEOGRAPHY
GEO2009	WORLD GEOGRAPHY

A 704 HISTORY

HIS2001	ANCIENT HISTORY
HIS2002	CONTINENTAL HISTORY
HIS2003	GENEALOGY
HIS2011	LITERARY HISTORY
HIS2004	LOCAL HISTORY
HIS2005	MEDIEVAL HISTORY
HIS2006	NATIONAL HISTORY
HIS2007	REGIONAL HISTORY
HIS2008	RENAISSANCE HISTORY
HIS2009	STATE HISTORY
HIS2010	WORLD HISTORY

A 705 JOURNALISM

JOU2001	COMMUNICATIONS
JOU2004	CREATIVE WRITING
JOU2002	JOURNALISM
JOU2003	MASS COMMUNICATIONS

A 706 PHILOSOPHY

PHI2001	ASTROLOGY
PHI2002	ETHICS
PHI2003	LOGIC
PHI2004	NUMEROLOGY
PHI2005	OCCULT STUDIES

A 707 POLITICS

POL2001	AMERICAN DEMOCRACY
POL2013	CITIZENSHIP
POL2002	CURRENT EVENTS
POL2003	GREAT DECISIONS
POL2004	INTERNATIONAL RELATIONS
POL2005	LAW FOR THE LAYMAN
POL2006	LOCAL GOVERNMENT
POL2007	NATIONAL GOVERNMENTS
POL2014	PARLIAMENTARY PROCEDURE
POL2008	POLITICAL ACTION
POL2009	PUBLIC ADMINISTRATION
POL2010	STATE GOVERNMENT
POL2011	UNITED STATES GOVERNMENT
POL2012	WORLD AFFAIRS

A 708 SOCIOLOGY

SOC2010	ALCOHOL AND DRUG ABUSE
SOC2000	ALCOHOLISM
SOC2001	COMMUNITY ORGANIZATION & DEVELOP
SOC2002	DEMOGRAPHY
SOC2008	DRUGS & NARCOTICS
SOC2009	MARRIAGE AND THE FAMILY
SOC2003	MIGRATION
SOC2004	MINORITY RELATIONS
SOC2011	PARENTING
SOC2005	SOCIAL CHANGE
SOC2006	SOCIETY
SOC2007	SOCIOLOGY

A 709 PSYCHOLOGY

PSY2005	ART OF MOTIVATING PEOPLE
PSY2009	BEHAVIOR MODIFICATION
PSY2012	CAREER AND LIFE PLANNING
PSY2007	HUMAN DEVELOPMENT
PSY2001	HUMAN RELATIONS
PSY2002	PASTORAL COUNSELING
PSY2008	PERSONAL AND SOCIAL ADJUSTMENT
PSY2010	PERSONAL IMPROVEMENT
PSY2004	PRINCIPLES OF PSYCHOLOGY
PSY2003	PSYCHOLOGY OF AGING
PSY2006	STRESS MANAGEMENT
PSY2011	TRANSACTIONAL ANALYSIS

A 710 ACADEMIC RELATED

ACA2009	COLLEGE STUDY SKILLS
ACA2001	EFFECTIVE LISTENING & MEMORY DEVELOPMENT
ACA2008	PREP FOR AFCT
ACA2002	PREP FOR CIVIL SERVICE
ACA2003	PREP FOR CLEP
ACA2007	PREP FOR GRE
**ACA2006	PREP FOR SAT
ACA2004	READING IMPROVEMENT
ACA2005	SPEED READING

** NCAC 2C.0305(e) specifies that regular high school classes cannot be offered for high school students; however, NCAC 2C.0305(f) does permit self-supporting, non-credit classes to be offered to students of any age during the summer quarter. Therefore, SAT PREP or ACT PREP may be offered during the summer quarter as self-supporting unless the majority of the people in the class are adults (18 or older), the class must be offered under Recreation Self-Supporting.

A 901 SCIENCE

SCI2001	AEROSPACE SCIENCE
SCI2005	ASTRONOMY
SCI2007	BIOLOGY
SCI2011	BOTANY
SCI2002	ECOLOGY
SCI2006	GENERAL SCIENCE
SCI2003	GEOLOGY
SCI2008	HEALTH
SCI2010	HEALTH AND WELLNESS
SCI2004	MARINE LIFE
SCI2009	PHYSICS

ACADEMIC-RELATED COURSES FOR OCCUPATIONAL TRAINING

W 401 COMMUNICATIONS

COM3701	EFFECTIVE LISTENING
COM3702	ORAL COMMUNICATION
COM3703	READING IMPROVEMENT
COM3704	WRITING IMPROVEMENT

W 405 EMPLOYEE ASSISTANCE

EMA3701	ALCOHOL AND DRUG ABUSE-OCCUPATIONAL RELATED
EMA3702	ART OF MOTIVATING PEOPLE
EMA3703	HEALTH AND WELLNESS
PSY3704	HUMAN RELATIONS
EMA3705	STRESS MANAGEMENT

W 410 FOREIGN LANGUAGES

FLI3701	ASIAN LANGUAGES
FLI3702	FRENCH
FLI3703	GERMAN
FLI3704	SPANISH

W 420 OCCUPATIONAL MATHEMATICS

MAT3701	APPLIED ALGEBRA
MAT3702	APPLIED GEOMETRY
MAT3703	APPLIED TRIGONOMETRY
MAT3704	BASIC MATHEMATICS
MAT3705	BUSINESS MATHEMATICS

W 425 SCIENCE TECHNOLOGY

SCI3701	BIOLOGICAL SCIENCE
SCI3704	GENERAL SCIENCE
PHY3707	PHYSICS

OCCUPATIONAL EXTENSION COURSE NUMBERS AND TITLES

W 101 APPLIED CHEMISTRY

CHM3001	CHEMICAL LABORATORY TECHNIQUES
CHM3004	CLINICAL LABORATORY TECHNIQUES
CHM3002	QUALITATIVE CHEMISTRY
CHM3003	QUANTITATIVE CHEMISTRY

W 111 AGRICULTURAL PRODUCTION

AGR3001	AGRICULTURAL PRODUCTION
AGR3002	FARM RECORDS AND TAXES
FOR3004	FORESTRY
AGR3003	POND MANAGEMENT

W 113 AGRICULTURE MECHANICS

AGR3104	BUILDING & GROUNDS MAINTENANCE
AGR3101	FARM MACHINES REPAIR
AGR3102	SOIL MANAGEMENT
AGR3103	WATER MANAGEMENT

W 115 AGRICULTURAL PRODUCTS AND PROCESSING

FPR3201	FOOD PROCESSING
FPR3202	FRUIT JUICE PROCESSING
WPP3203	LUMBER GRADING

W 117 ORNAMENTAL HORTICULTURE

HOR3301	BASIC HORTICULTURE
HOR3305	FLORIST DESIGN SCHOOL
HOR3303	LANDSCAPING
HOR3304	ORNAMENTAL HORTICULTURE

W 118 ANIMAL SCIENCE

ANS3404	ANIMAL HUSBANDRY
ANS3406	ENVIRONMENTAL PEST CONTROL
ANS3402	FARRIERING
ANS3403	FARROWING
TXY3405	TAXIDERMY

W 210 HOSPITALITY

HOS3001	BASIC QUANTITY COOKING
HOS3002	COMMUNICATIONS FOR HOTELS AND MOTELS
HOS3003	CUSTODIAL TRAINING
HOS3004	CUSTOMER RELATIONS
HOS3034	ENERGY CONSERVATION IN FOOD SERVICE
HOS3005	EQUIPMENT USE AND CARE
HOS3006	FOOD AND BEVERAGE CONTROLS
HOS3007	FOOD AND BEVERAGE MANAGEMENT AND SERVICE
HOS3008	FOOD AND BEVERAGE PURCHASING
HOS3033	FOOD SERVICE SANITATION AND SAFETY
HOS3010	FOOD SERVICE SELLING
HOS3011	FOOD SERVICE SUPERVISION FOR HOSPITAL PERSONNEL
HOS3035	FOOD SERVICE TRAINING
HOS3009	FRONT OFFICE PROCEDURE
HOS3012	HOSPITAL HOUSEKEEPING
HOS3013	HOSPITAL HUMAN RELATIONS
HOS3015	HOTEL-MOTEL ACCOUNTING
HOS3016	HOTEL-MOTEL LAW
HOS3014	HOW TO ORGANIZE YOUR WORK
HOS3017	HUMAN RELATIONS FOR HOSPITALITY STAFF
HOS3018	INTRODUCTION TO HOTEL-MOTEL MANAGEMENT
HOS3019	MAID TRAINING
HOS3020	MAINTENANCE AND ENGINEERING
HOS3021	MODIFIED DIETS
HOS3022	MOTEL-MOTOR HOTEL MANAGEMENT
HOS3023	NUTRITION AND MENU PLANNING
HOS3031	ORGANIZATION AND PERSONNEL MANAGEMENT
HOS3024	OVERVIEW OF SCHOOL FOOD SERVICE
HOS3025	PERSONALITY DEVELOPMENT
HOS3032	PROCUREMENT IN SCHOOL FOOD SERVICE
HOS3026	QUANTITY FOOD PRODUCTION MANAGEMENT
HOS3027	SERVICE STATION SELLING
HOS3028	SUPERVISORY DEVELOPMENT
HOS3029	SUPERVISORY HOUSEKEEPING
HOS3030	TRAVEL INFORMATION

W 220 ADVERTISING

MKT3101	ADVERTISING ILLUSTRATION
MKT3102	ADVERTISING LAYOUT
MKT3103	COMMERCIAL ART
MKT3104	COMMERCIAL PHOTOGRAPHY
MKT3105	RADIO AND TV ANNOUNCING
MKT3106	SALES AND PROMOTION

58C

W 221 BANKING, FINANCE, AND CREDIT

BAF3201	ADVANCED PRINCIPLES OF BANK OPERATION
BAF3202	ANALYZING FINANCIAL STATEMENTS
BAF3204	BANK PUBLIC RELATIONS AND MARKETING
BAF3203	BANKING
BAF3205	FINANCIAL MANAGEMENT
BAF3206	SAVINGS AND TIME DEPOSITS
BAF3208	TRUST FUNCTION AND SERVICE

W 224 INSURANCE

INS3309	ADJUSTERS TRAINING
INS3301	DISABILITY AND HEALTH INSURANCE
INS3302	DISABILITY INCOME
INS3308	FIRE AND CASUALTY INSURANCE
INS3303	LIFE INSURANCE UNDERWRITERS
INS3307	LIFE, ACCIDENT, & HEALTH INSURANCE
INS3304	PROPERTY INSURANCE
INS3306	RISK AND INSURANCE
INS3305	WORKMEN'S COMPENSATION

W 226 MARKETING

MKT3412	ADVANCED FASHION MERCHANDISING
MKT3414	ADVANCED MODELING
MKT3409	AUCTIONEERING
MKT3400	BAD CHECK DETECTION
MKT3413	BASIC MODELING
MKT3401	CASH REGISTER OPERATION
MKT3402	CUSTOMER SERVICE
MKT3411	INTERMEDIATE FASHION MERCHANDISING
MKT3403	INTERNATIONAL RELATIONS
MKT3410	INTRODUCTION TO FASHION MERCHANDISING
MKT3404	MERCHANTS CRIME LOSS PREVENTION
MKT3415	PROFESSIONAL MODELING
MKT3405	PURCHASING
MKT3406	SALESMANSHIP AND ORGANIZATION
MKT3407	SHOPLIFTING PREVENTION
MKT3408	SHOWROOM AND RETAIL PLANNING

W 227 REAL ESTATE

RLS3501	FUNDAMEN. OF REAL ESTATE I (SALESPERSON)
RLS3502	FUNDAMENTALS OF REAL ESTATE II (BROKER)
RLS3503	REAL ESTATE APPRAISING
APR3503	REAL ESTATE APPRAISING
RLS3504	REAL ESTATE BROKERAGE OPERATIONS
*RLS3507	REAL ESTATE BROKERAGE REVIEW
RLS3505	REAL ESTATE FINANCE
RLS3506	REAL ESTATE LAW
*RLS3508	SALES AND LISTING TECHNIQUES FOR AGENTS

W 228 TRANSPORTATION

*TRA3604	COMMERCIAL DRIVER'S LICENSE
TRA3600	FORK LIFT OPERATOR
TRA3601	FREIGHT CARRIERS
TRA3602	PUBLIC TRANSPORTATION
TRA3603	RIGGING

W 301 CIVIL ENGINEERING METHODS

CIV3008	ADV STRUCTURAL ANALYSIS (ALL TYPES OF CONST)
CIV3001	CIVIL DRAFTING
CIV3007	CIVIL ENGINEER'S LICENSE REVIEW
CIV3009	EXCAVATION PROCESSES
CIV3002	MOVING WATER
CIV3003	PUMPS AND PUMP OPERATIONS
SRV3004	SURVEYING
WAT3005	WASTEWATER RESOURCES
WAT3006	WATER PLANT OPERATION

W 314 EMERGENCY MANAGEMENT

EME3025	FUNDAMENTAL COURSE FOR RADIOLOGICAL MONIT.(FCRM OVERVIEW/REFRESH)
EME3020	FUNDAMENTAL COURSE FOR RADIOLOGICAL MONITORS (FCRM)
EME3027	FUNDAMENTAL COURSE FOR RADIOLOGICAL RESPONSE TEAM (FCRRT)
EME3029	HAZARDOUS MATERIAL EMERGENCIES
EME3035	SHELTER MANAGEMENT EXERCISE
EME3030	SHELTER MANAGEMENT TRAINING

W 330 EMERGENCY MEDICAL SERVICES

EMS3025	AMBULANCE ATTENDANT
EMS3030	EMERGENCY MEDICAL FIRST RESPONDER
EMS3034	EMERGENCY MEDICAL TECHNICIAN (ADVANCED)
EMS3028	EMERGENCY MEDICAL TECHNICIAN (BASIC)
EMS3033	EMERGENCY MEDICAL TECHNICIAN (INTERMED.)
EMS3036	EMERGENCY MEDICAL TECHNICIAN/AMBULANCE ATTENDANT (REFRESHER)
EMS3032	MOUNTAIN SEARCH AND RESCUE
EMS3031	PARAMEDIC TRAINING
EMS3035	RECERTIFICATION (CONTINUING EDUCATION)
EMS3029	UNDERWATER RESCUE RECOVERY

W 337 HEALTH OCCUPATIONS

NUR3100	ACTIVITY COORDINATOR TRAINING
NUR3044	ADV. NURSING SKILLS FOR REG. NURSES
NUR3001	AUDIOLOGY
NUR3002	BEHAVIOR MANAGEMENT
NUR3003	CARDIOPULMONARY ASSISTANT
NUR3004	CARE FOR DEVELOPMENTALLY DISABLED
NUR3005	CARE FOR THE ELDERLY
NUR3049	CHIROPRACTIC ASSISTANT
NUR3048	CHIROPRACTIC NURSE
NUR3006	CLINICAL BACTERIOLOGY
NUR3102	COMMUNITY HEALTH WORKER
NUR3007	CONFLICTS IN DEALING WITH AGING
NUR3009	COUNSELING TECHNIQUES
HEA3003	COUNSELING THE SUDDEN INFANT DEATH SYNDROME FAMILY
NUR3037	DEMENTIA TRAINING--ALZHEIMER'S
DEN3001	DENTAL PROCEDURES
NUR3040	DYING PATIENT
NUR3010	EKG AND CORONARY CARE
NUR3043	EMERG CARE SKILLS FOR OCCUPAT HEALTH NURSES
NUR3011	EMERGENCY MEDICAL TECHNIQUES
NUR3012	EVALUATION OF DRUGS AND THEIR USES
NUR3042	GERIATRIC NURSING
*NUR3025	HOME CARE
NUR3013	INTRODUCTION TO DISEASES
NUR3014	INTRODUCTION TO GENERAL CARE
NUR3015	INTRODUCTION TO MENTAL RETARDATION
NUR3016	INTUBATION
NUR3017	LEGAL ASPECTS FOR NURSING
*NUR3046	LPN REFRESHER
*NUR3051	LPN--IV THERAPY
NUR3018	MATERNAL AND CHILD CARE
MED3001	MEDICAL OFFICE ASSISTANT
NUR3019	MEDICAL TERMINOLOGY
NUR3020	MEDICARE FOR NURSES
NUR3021	MENTAL HEALTH
NUR3045	NEUROLOGICAL NURSING
NUR3023	NURSING ASSISTANT I
NUR3024	NURSING ASSISTANT II
NUR3022	NURSING ASSISTANT III - REFRESHER COURSE
DEN3003	OFFICE TRAINED DENTAL ASSISTANT
*NUR3047	OPERATING ROOM TECHNIQUE REFRESHER
NUR3026	OSHA IN HOSPITALS
NUR3027	PATIENT ATTENDANT
NUR3028	PHARMACOLOGY
MLA3001	PHLEBOMOTY TRAINING
HEA3012	PLANNING RECREATION FOR PERSONS WITH DEVELOPMENTAL DISABILITIES: INSTRUCTORS MANUAL
NUR3029	PRE&POST OPERATIVE CARE-STERILE TECHNIQ.
NUR3030	PRENATAL CARE
NUR3031	PSYCHIATRIC TECHNIQUES

W 337 HEALTH OCCUPATIONS (CONT.)

NUR3032	PUBLIC HEALTH
NUR3034	R. N. REFRESHER
NUR3008	RADIOLOGY
NUR3033	RECREATIONAL THERAPY
NUR3050	REGISTRY REVIEW
NUR3035	RESPIRATORY DISEASE
NUR3036	RESPIRATORY THERAPY TECHNIQUES
NUR3038	STROKE PROGRAM
NUR3039	SURGICAL APPAREL
NUR3041	TREATMENT OF MEDICAL EMERGENCIES

W 338 SAFETY AND FIRST AID

SAF3008	ADVANCED CARDIAC LIFE SUPPORT
SAF3005	CARDIOPULMONARY RESUSCITATION TECHNIQU.
SAF3004	FIRST AID
SAF3009	MOTORCYCLE SAFETY--INSTRUCTOR TRAINING
SAF3007	MULTIMEDIA FIRST AID
SAF3001	OCCUPATIONAL SAFETY & HEALTH ACT SEMINAR
SAF3006	SAFETY EDUCATION

W 540 CHILD CARE

HEC3012	BASIC NUTRITION AND NUTRITION EDUCATION
HEC3000	CHILD CARE
HEC3001	CHILD CRAFT LEARNING CENTERS
HEC3002	CHILD DAY CARE ATTENDANT
HEC3015	DIRECTING A CHILD CARE PROGRAM
HEC3003	EARLY CHILDHOOD DEVELOPMENT
HEC3004	EXCEPTIONAL CHILDREN
HEC3013	FOOD PRODUCTION AND SERVICE
HEC3010	HANDICAPPED CHILDREN
HEC3017	HOMEBASED DAY CARE TRAINING
HEC3005	INFANT CARE
HEC3014	INFANT FEEDING
HEC3006	MUSIC FOR THE PRESCHOOL CHILD
HEC3007	PARENT CHILD RELATIONS
HEC3008	PLAYGROUND ACTIVITY PLANNING
HEC3011	SHELTERED WORKSHOP ATTENDANT TRNG
HEC3009	TEACHER AIDE

W 548 TEACHER IN-SERVICE EDUCATION

EDU3059	ADMINISTRATION
EDU3065	ART
EDU3061	ARTICULATION PROGRAM
EDU3060	AUDIOVISUAL
EDU3068	CHILD DEVELOPMENT
EDU3058	COUNSELING
EDU3067	DRAMA
EDU3052	ENGLISH
EDU3055	FOREIGN LANGUAGES
EDU3063	HEALTH
EDU3056	HOME ECONOMICS
EDU3069	LEARNING CENTERS
EDU3051	MATH
EDU3064	MUSIC
EDU3057	OCCUPATIONAL EDUCATION
EDU3050	READING
EDU3054	SCIENCE
EDU3053	SOCIAL STUDIES
EDU3062	SPECIAL EDUCATION
EDU3066	TEACHING METHODS

W 560 OCCUPATIONAL CRAFTS

PRC3303	COMMERCIAL DOLL MAKING
PRC3001	POTTERY DESIGN AND PRODUCTION
PRC3003	PRODUCTION CRAFTS

W 701 INDUSTRIAL

*ISC3009	FACILITATOR SKILLS
ISC3004	INDUSTRIAL MEASUREMENTS AND DEVICES
ISC3010	NOISE ABATEMENT
ISC3001	PLANT LAYOUT
*ISC3008	PROBLEM SOLVING AND DECISION MAKING
ISC3002	PRODUCT FLOW
ISC3006	STATISTICAL PROCESS CONTROL
ISC3003	STATISTICAL QUALITY CONTROL
*ISC3007	TEAM SKILLS
*ISC3005	TOTAL QUALITY MANAGEMENT

W 750 ACCOUNTING/BOOKKEEPING

ACC3001	ACCOUNTING
ACC3002	BOOKKEEPING
ACC3003	GOVERNMENT ACCOUNTING

W 751 COMPUTER SCIENCE/APPLICATIONS

CSC3006	CERTIFIED DATA PROCESSING REVIEW
CSC3000	COBOL
CSC3001	COMPUTER PROGRAMMING
CAS3002	COMPUTER UNDERSTANDING
CAS3003	DATA ENTRY
CSC3009	DATA PROCESSING
CSC3004	PL/1 PROGRAMMING LANGUAGE
CSC3008	RPG PROGRAMMING LANGUAGE
CSC3005	SYSTEM ANALYST TRNG
OSC3007	WORD PROCESSING

W 752 OFFICE MACHINES

OSC3301	BUSINESS MACHINES
OSC3302	OFFICE MACHINES

W 753 GENERAL CLERICAL

OSC3204	HOSPITAL WARD CLERK
OSC3202	OFFICE PRACTICES - CLERICAL
OSC3201	RECORD MANAGEMENT
OSC3205	TITLE CLERK
OSC3203	UNIT CLERK

W 754 SECRETARIAL AND RELATED

OSC3408	CERTIFIED PROFESSIONAL SECRETARY
OSC3401	LETTERS AND REPORTS
OSC3402	SECRETARIAL REVIEW (LEGAL, MEDICAL, ETC)
OSC3403	SHORTHAND, BASIC
OSC3404	SHORTHAND, REVIEW
OSC3405	SPEEDWRITING
OSC3407	TECHNICAL WRITING
OSC3406	TRANSCRIPTION

W 756 ADMINISTRATIVE MANAGEMENT

BUS3111	ABSENTEEISM AND TURNOVER
BUS3105	ADMINISTRATION
BUS3104	BUSINESS LAW
BUS3101	COMMUNICATIONS
BUS3109	CONFERENCE LEADERSHIP TRNG
BUS3114	CREATIVE THINKING
BUS3113	EMPLOYEE COUNSELING & GUIDANCE
BUS3110	EMPLOYEE EVALUATION & INTERVIEWING
BUS3119	FLORIST MANAGER'S SCHOOL
BUS3107	MANAGEMENT BY OBJECTIVES
BUS3116	NOTARY PUBLIC EDUCATION
OSC3102	OFFICE PRACTICES - MANAGEMENT
BUS3112	PRINCIPLES OF BUS & INDUSTR MGT
BUS3106	PRINCIPLES OF SUPERVISION
BUS3118	PROPOSAL/GRANT PREPARATION
BUS3103	PUBLIC RELATIONS
BUS3115	SMALL BUSINESS MANAGEMENT
BUS3108	SUPERVISION IN HOSPITALS
*BUS3120	TEAM BUILDING
BUS3117	TIME AND MOTION MANAGEMENT

W 758 TYPING AND RELATED

OSC3501	SPELLING AND VOCABULARY
OSC3502	TYPING, BASIC
OSC3503	TYPING, REVIEW

W 760 SMALL BUSINESS CENTERS

SBC3602	CONFERENCE
SBC3604	COUNSELING
SBC3601	MANAGEMENT-COURSES & WORKSHOPS
SBC3603	SEMINAR/MEETING

W 901 MECHANICAL

MNT3005	INDUSTRIAL MAINTENANCE
MEC3503	NONDESTRUCTIVE TESTING
HYD3504	PNEUMATICS AND HYDRAULICS

W 966 CRIMINAL JUSTICE - NON-MANDATED

CJC3040	ADVANCED FIELD TACTICS FOR OFFICER SURVIVAL & CRISIS MANAGEMENT
CJC3060	ALCOHOLIC BEVERAGE CONTROL LAWS
CJC3070	ARREST
CJC3100	ARSON INVESTIGATION
CJC3105	AUTO THEFTS
CJC3110	BOMB DISPOSAL
CJC3120	BOMB THREATS
CJC3450	BURGLARY
CJC3440	CIVIL DISORDERS
*CJC3455	CIVIL LIABILITY
CJC3130	CIVIL PROCESS
CJC3150	COMMUNITY RELATIONS
CJC3160	CONSTITUTIONAL LAW
CJC3660	COPING WITH THE DRINKING DRIVER
CJC3170	COURT ORGANIZATION AND PROCEDURES
CJC3180	COURTROOM DEMEANOR AND TESTIMONY
CJC3185	CRIME SCENE SEARCHES AND PROCEDURES
CJC3190	CRIMINAL INVESTIGATION
CJC3200	CRIMINAL LAW
*CJC3205	CRISIS INTERVENTION/MANAGEMENT
CJC3001	DEFENSIVE DRIVING
*CJC3210	DEFENSIVE TACTICS
CJC3220	DESCRIPTION OF PERSONS AND PROPERTY
CJC3230	DRUGS AND NARCOTICS
CJC3240	ETHICS IN CRIMINAL JUSTICE
CJC3250	EVIDENCE
CJC3255	FIELD TRAINING OFFICER PROGRAM: PLANNING, IMPLE. & EVAL.
*CJC3280	FORGERY AND QUESTIONED DOCUMENTS
CJC3670	FINGERPRINTING
CJC3270	FIRST AID FOR CRIMINAL JUSTICE PERSONNEL
CJC3275	FIRST OPTION: DEVELOPING A COMPREHENSIVE NEGOTIATOR RESPONSE TO CRITICAL INCIDENTS
CJC3290	GAMBLING
CJC3300	HISTORY OF LAW ENFORCEMENT
CJC3310	HOMICIDE INVESTIGATION
CJC3345	HOSTAGE RESPONSE IN PRISONS AND JAILS
*CJC3346	INTERPERSONAL COMMUNICATIONS FOR THE LAW ENFORCEMENT OFFICER
CJC3320	INTERVIEWS AND INTERROGATIONS
*CJC3322	INTRODUCTION TO VICTIMOLOGY
CJC3350	JAIL AND DETENTION SERVICES
CJC3370	JUVENILES
CJC3140	LAW ENFORCEMENT TELECOMMUNICATIONS
CJC3145	MEDIA RESPONSES FOR THE LAW ENFORCEMENT EXECUTIVE
CJC3380	MOTOR VEHICLE LAWS
*CJC3385	OFFICER SURVIVAL
CJC3390	PATROL OPERATIONS
CJC3680	PHOTOGRAPHY FOR CRIMINAL JUSTICE PERSONNEL
CJC3400	POLICE ORGANIZATION AND ADMINISTRATION
CJC3690	POLYGRAPH
CJC3700	PRECISION DRIVING

W 966 CRIMINAL JUSTICE - NON-MANDATED (CONT.)

CJC3420	RECORDS SYSTEM
CJC3430	REPORT WRITING AND NOTETAKING
CJC3435	RESOURCE ALLOCATION FOR LAW ENFORCEMENT MANAGERS
CJC3090	ROBBERY
CJC3460	SEARCH AND SEIZURE
CJC3470	SEX CRIMES
CJC3480	SHOPLIFTING
CJC3490	SPECIALIZED TRAINING FOR CRIMINAL JUSTICE PERSONNEL
CJC3050	SPECIAL POPULATIONS
CJC3500	SUPERVISION FOR CRIMINAL JUSTICE PERSONNEL
CJC3510	SURVEILLIANCE
CJC3525	TRAFFIC ACCIDENT INVESTIGAITON
*CJC3520	TRAFFIC MANAGEMENT
CJC3524	UNARMED SELF-DEFENSE
CJC3530	VICE INVESTIGATION

W 967 CRIMINAL JUSTICE - MANDATED

CJC3701	BASIC LAW ENFORCEMENT TRAINING
CJC3605	CHEMICAL TESTS FOR ALCOHOL INSTRUMENT MAINTENANCE TRAINING
CJC3630	CHEMICAL TESTS FOR ALCOHOL OPERATORS RE-CERTIFICATION TRAINING
CJC3620	CHEMICAL TESTS FOR ALCOHOL OPERATORS RE-TRAINING
CJC3610	CHEMICAL TESTS FOR ALCOHOL OPERATORS TRAINING
CJC3141	FIREARMS IN-SERVICE TRAINING AND QUALIFICATION - DEPARTMENT OF CORRECTION
*CJC3260	FIREARMS IN-SERVICE TRAINING AND QUALIFICATION - LAW ENFORCEMENT
CJC3340	INSTRUCTOR TRAINING - GENERAL
CJC3360	JAILER CERTIFICATION TRAINING
*CJC3655	RADAR AND TD/SMI OPERATORS RE-CERTIFICATION TRAINING
*CJC3650	RADAR OPERATORS CERTIFICATION TRAINING
*CJC3654	RADAR OPERATORS RE-CERTIFICATION TRAINING
*CJC3651	RADAR TD/SMI OPERATORS CERTIFICATION TRAINING
*CJC3653	SMI OPERATORS SUPPLEMENTAL TRAINING
*CJC3652	TD/SMI OPERATORS CERTIFICATION TRAINING
*CJC3656	TD/SMI OPERATORS RE-CERTIFICATION TRAINING
*CJC3522	UNARMED SELF-DEFENSE (DEPARTMENT OF CORRECTION - ANNUAL RETRAINING)
*CJC3521	UNARMED SELF-DEFENSE (DEPARTMENT OF CORRECTION - BASIC COURSE)

W 968 AIRCRAFT MAINTENANCE AND OPERATION

AVI3001	AIRFRAME REPAIR
AVI3005	AVIATION MAINTENANCE LICENSURE
AER3006	GROUND SCHOOL FOR PILOTS
AER3003	NAVIGATIONAL AIDS
AER3002	PILOT TRAINING
AVI3004	POWERPLANT OVERHAUL

W 969 PLUMBING

PLU3001	PIPEFITTING
PLU3002	PLASTIC LINES
PLU3006	PLUMBING
PLU3003	PLUMBING FUNDS (PREP FOR N.C. PLUMBING LICENSE EXAM)
PLU3004	STANDPIPE AND SPRINKLERS
PLU3005	STEAMFITTING

W 970 AIR CONDITIONING

AHR3006	AIR CONDITIONING & HEATING LICENSE PREP.
AHR3001	AIR CONDITIONING INSTALLATION & MAINTEN.
AHR3002	AIR FLOW CONTROL
AHR3003	HEATING EQUIPMENT INSTALLATION & MAINT.
AHR3007	HVAC SKILL ENRICHMENT
AHR3004	OIL BURNER SERVICE
AHR3005	REFRIGERATION SERVICE

W 971 AUTOMOTIVE

AUT3012	AUTO AIR CONDITIONING
AUT3001	AUTO BODY REPAIR
AUT3002	AUTOMOTIVE MECHANICS
AUT3003	CARBURETORS
AUT3004	CRANKING MOTORS
DIE3010	DIESEL ENGINE REPAIR
HYD3005	FLUID POWER SYSTEMS (HYDRAULICS)
AUT3006	FOREIGN CAR OVERHAUL
AUT3007	FRONT END ALIGNMENT
AUT3011	GASOLINE ENGINE REPAIR
AUT3008	IGNITION SYSTEMS
AUT3009	VEHICLE EMISSIONS CONTROL
AUT3013	VEHICLE SAFETY & EMISSIONS INSPECTION

W 972 BLUEPRINT READING

BPR3001	BLUEPRINT READING

W 973 SEAFOOD OCCUPATIONS TRAINING

FIS3025	ARTIFICIAL BAIT CONSTRUCTION
FIS3028	BASIC HYDRAULICS
FIS3024	BOATBUILDING
FIS3027	CLAM SHUCKING AND PROCESSING
FIS3004	CRAB PROCESSING
FIS3031	ENERGY PRODUCTION
FIS3029	EROSION AND SEDIMENT CONTROL
FIS3005	FISH AND CRAB TRAP CONSTRUCTION

W 973 SEAFOOD OCCUPATIONS TRAINING (CONT.)

FIS3003	FISH FARMING
FIS3033	FISH FILLETING
FIS3006	GILL NET AND HAUL SEINE CONSTRUCTION
FIS3007	KNOTTING AND SPLICING FIBER ROPE
FIS3002	MARINE BOOKKEEPING AND RECORD KEEPING
FIS3037	MARINE CAPTAIN LICENSURE PREPARATION
FIS3009	MARINE DIESEL ENGINES REPAIR & MAINTEN.
FIS3010	MARINE ELECTRICAL SYSTEMS
FIS3011	MARINE GASOLINE ENGINE REPAIR & MAINTEN.
FIS3012	MARINE PIPE FITTING AND PLUMBING
FIS3036	MARINE RADAR
FIS3013	MARINE RADIO AND COMMUNICATION
FIS3019	MARINE SHORTHAND
FIS3022	MARINE TYPING
FIS3001	MARINE WELDING
FIS3015	NAVIGATION FOR FISHERMAN & SMALL BOAT OP
FIS3016	NET MAKING AND MENDING
FIS3017	OUTBOARD MOTOR REPAIR AND MAINTENANCE
FIS3034	OYSTER PROCESSING
FIS3030	SCALLOP PROCESSING
FIS3020	SHRIMP AND FISH TRAWL CONSTRUCTION
FIS3032	SHRIMP PROCESSING
FIS3021	SPLICING AND RIGGING WIRE ROPE AND CABLE
FIS3035	STORM DRAINAGE DESIGN
FIS3023	TROUT PRODUCTION
FIS3026	WATERSHED MANAGEMENT

W 974 CARPENTRY

CAB3006	CABINET MAKING
CAR3001	COMMERCIAL CARPENTRY
CAR3008	CONSTRUCTION ESTIMATING
WPP3004	DRY KILN OPERATION
CAR3003	ENERGY CONSERVATION IN CONSTRUCTION
CAR3009	GENERAL CONTRACTOR'S LICENSURE EDUCATION
CAR3002	RAMSET GUN OPERATION
WPP3007	SAW FILING

W 975 MASONRY

MAS3001	BRICKLAYING
MAS3002	MASONRY
MAS3004	PLASTERING
MAS3003	STONECUTTING

W 976 ELECTRIC LINE SAFETY

ELS3030	APPRENTICESHIP LINEMEN TRAINING
ELS3015	BASIC ELECTRICITY
ELS3002	BASIC FIRST AID
ELS3004	BUCKET TRUCKS
ELS3017	CAPACITORS
ELS3007	COMMUNICATIONS & LEADERSHIP DEV
ELS3009	DEFENSIVE DRIVING
ELS3026	ELECTRICAL CIRCUITS
ELS3024	ELECTRICAL GROUNDING SYSTEMS
ELS3021	EXPLOSIVES
ELS3016	HOT STICK PRACTICES
ELS3010	INSTALLATION AND MAINT OF TRANSFORMERS
ELS3011	LADDER PRACTICES
ELS3020	MAINT AND CARE OF HARD HATS
ELS3023	MAINT AND CARE OF TOOLS AND EQUIP
ELS3014	OIL RECLOSURES
ELS3013	POLE TOP RESCUE PRACTICES
ELS3003	PORTABLE FIRE EXTINGUISHERS
ELS3012	PRE-FORM DEMONSTRATION
ELS3019	PROTECTIVE EQUIPMENT
ELS3025	RADIO AND TV INTERFERENCES
ELS3006	ROPE PRACTICES
ELS3018	SECTIONALIZERS
ELS3029	SOCIAL AND COMPANY BENEFITS
ELS3001	SUPERVISION AND MANAGEMENT
ELS3027	SURVEYING (STAKING)
ELS3005	UNDERGROUND ELECTRIC SYSTEMS
ELS3022	VOLTAGE REGULATORS

W 977 CODE ENFORCEMENT

(LAW AND RULES)

COD 3001	LAW AND ADMINISTRATION (BUILDING CODES)

(BUILDING)

BLD 3010	BUILDING FUNDAMENTALS STANDARD COURSE
BLD 3011	LEVEL I - STANDARD COURSE
BLD 3012	LEVEL II - STANDARD COURSE
BLD 3013	LEVEL III - STANDARD COURSE

(ELECTRICAL)

ELC 3010	ELECTRICAL FUNDAMENTALS STANDARD COURSE
ELC 3011	LEVEL I - STANDARD COURSE
ELC 3012	LEVEL II - STANDARD COURSE
ELC 3013	LEVEL III - STANDARD COURSE

W 977 CODE ENFORCEMENT (CONT.)

(FIRE)

*FCE 3011	LEVEL I - STANDARD COURSE
*FCE 3012	LEVEL II - STANDARD COURSE
*FCE 3013	LEVEL III - STANDARD COURSE

(MECHANICAL)

MEC 3010	MECHANICAL FUNDAMENTALS STANDARD COURSE
MEC 3011	LEVEL I - STANDARD COURSE
MEC 3012	LEVEL II - STANDARD COURSE
MEC 3013	LEVEL III - STANDARD COURSE

(PLUMBING)

PLU 3010	PLUMBING FUNDAMENTALS STANDARD COURSE
PLU 3011	LEVEL I - STANDARD COURSE
PLU 3012	LEVEL II - STANDARD COURSE
PLU 3013	LEVEL III - STANDARD COURSE

W 978 DRAFTING

DFT3001	ARCHITECTURAL DRAFTING
DFT3002	ELECTRICAL DRAFTING
DFT3003	MECHANICAL DRAFTING
DFT3004	PLUMBING DRAFTING
DFT3005	TECHNICAL ILLUSTRATING

W 979 FURNITURE MANUFACTURING

FUR3003	FURNITURE ASSEMBLY
FUR3004	FURNITURE FINISHING
FUR3002	FURNITURE FINISHING
FUR3001	FURNITURE MACHINING

W 980 METAL WORKING

MEC3007	INDUSTRIAL METRICS
MEC3003	MACHINE SHOP PRACTICES
MEC3006	MECHANICAL MAINTENANCE
MEC3005	METAL PROCESSES
MEC3008	SIGN MANUFACTURING

W 981 PERSONAL SERVICES

COS3003	ADVANCED HAIRSTYLING
FSE3011	ANATOMICAL GIFTS
FSE3019	ATTITUDE TOWARD DEATH
COS3001	COSMETOLOGY
COS3005	COSMETOLOGY INSTRUCTOR PRACTICUM I
COS3023	COSMETOLOGY INSTRUCTOR PRACTICUM II
COS3004	COSMETOLOGY INSTRUCTOR TRAINING I
COS3022	COSMETOLOGY INSTRUCTOR TRAINING II
FSE3018	CREDIT MANAGEMENT
FSE3013	CREMATION
FSE3004	DEATH AND DYING
FSE3016	DEATH BENEFITS
FSE3010	EMBALMING
FSE3008	EMBALMING TECHNIQUES
FSE3014	ETHICS AND EMOTIONS
FSE3009	FUNERAL DIRECTORS/CLERGY RELATNSHIPS
FSE3005	HOSPICE
FSE3021	LAWS AND REGULATIONS - FUNERAL DIRECTORS
COS3008	MANICURIST TRAINING
FSE3020	MICROBIOLOGY IN FUNERAL SERVICE
FSE3002	MORTUARY SCIENCE
FSE3012	POST FUNERAL COUNSELING
FSE3015	POSTMORTEM COSMETOLOGY
FSE3006	POSTMORTEM FLORAL ARRANGEMENTS
FSE3017	PSYCHOLOGICAL DEFENSES
FSE3007	SUDDEN INFANT DEATH

W 982 FIRE SERVICE

FIP3003	AREA FIRE SCHOOL
FIP3004	ARSON DETECTION
FIP3001	BASIC FIRE PREVENTION INSPECTION/N.F.A.
FIP3028	BASIC MEDICAL CARE--FIRST RESPONDER
FIP3026	BOMBING AND BOMB THREATS
FIP3002	BUILDING CONSTRUCTION/N.F.A.
FIP3006	COMPRESSED GAS EMERGENCIES
FIP3007	FIRE APPARATUS PRACTICES
FIP3005	FIRE APPARATUS PURCHASING & MAINTENANCE/N.F.A.
*FIP3049	FIRE APPARATUS--AERIAL OPERATIONS
FIP3042	FIRE APPARATUS--EMERGENCY DRIVING
*FIP3050	FIRE APPARATUS--PUMP OPERATIONS
FIP3023	FIRE ARSON DETECTION/N.F.A.
FIP3008	FIRE BRIGADE TRAINING
*FIP3054	FIRE DEPARTMENT ACCIDENT INVESTIGATION
FIP3025	FIRE INSTRUCTOR TEACHING METHODS
FIP3027	FIRE SERVICE SUPERVISION/N.F.A.
FIP3010	FIRE STREAM PRACTICES
FIP3040	FIREFIGHTER I
FIP3043	FIREFIGHTER II
FIP3044	FIREFIGHTER III

W 982 FIRE SERVICE (CONT.)

FIP3036	FIREFIGHTER SAFETY
*FIP3053	FIREFIGHTERS ROLES IN ARSON INVESTIGATION
FIP3009	FIREFIGHTING PROCEDURES
FIP3011	FORCIBLE ENTRY
FIP3035	GENERAL PRACTICES
FIP3029	HAZARDOUS MATERIAL EMERGENCIES
*FIP3045	HAZARDOUS MATERIALS--RESPONDER AWARENESS
*FIP3046	HAZARDOUS MATERIALS--RESPONDER OPERATIONS
*FIP3048	HAZARDOUS MATERIALS--RESPONDER SPECIALIST
*FIP3047	HAZARDOUS MATERIALS--RESPONDER TECHNICIAN
FIP3012	HOME FIRE SAFETY
FIP3014	HOSE PRACTICES
FIP3013	HOSPITAL FIRE SAFETY
FIP3031	INCIDENT COMMAND AND STRUCTURAL FIREFIGHTING/N.F.A.
FIP3032	INSTRUCTIONAL TECHNIQUES FOR COMPANY OFFICERS/N.F.A.
FIP3015	INTRODUCTION TO FIREFIGHTING
FIP3016	LADDER PRACTICES
*FIP3052	LIABILITY OF THE FIRE SERVICE
FIP3017	OFFICER TRAINING
FIP3034	PESTICIDE FIRE AND SPILL CONTROL/N.F.A.
FIP3018	PORTABLE FIRE EXTINGUISHERS
FIP3038	PRIVATE FIRE PROTECTION SYSTEMS
FIP3019	PROTECTIVE BREATHING EQUIPMENT
FIP3030	RADIO COMMUNICATION
FIP3020	RESCUE PRACTICES
FIP3021	ROPE PRACTICES
FIP3022	SALVAGE AND OVERHAUL PRACTICES
*FIP3051	SPECIALIZED TRAINING--FIRE SERVICE
FIP3024	VENTILATION
FIP3039	VOLUNTEER FIRE SERVICE MANAGEMENT/N.F.A.
FIP3033	WATER SUPPLY FOR THE FIRE SERVICE
FIP3041	WELLNESS TRAINING
FIP3037	WILDLAND FIRE SUPPRESSION

W 984 ELECTRICAL

ELC3001	ELECTRICAL CODES
*ELC3007	ELECTRICAL CONTRACTORS LICENSE RENEWAL
ELC3006	ELECTRICAL THEORY
ELC3005	MAINTENANCE AND TROUBLESHOOTING
ELC3004	MAJOR ELECTRICAL APPLIANCE REPAIR
ELC3002	RESIDENTIAL WIRING
ELC3003	SMALL ELECTRICAL APPLIANCE REPAIR

W 985 GRAPHIC ARTS

PRN3002	OFF-SET CAMERA
PRN3003	OFF-SET PRINTING
PRN3001	PRINTING SET-UP AND OPERATIONS

W 986 ELECTRONICS

ELN3005	BASIC ELECTRONICS
ELN3006	ELECTRICAL DEVICES
ELN3001	ELECTRONIC CIRCUITS
ELN3002	INDUSTRIAL INSTRUMENTATION
ELN3501	INTRODUCTION TO STRAIN GAUGES
ELN3004	RADIO & TV SERVICING (INCLUD FCC REVIEW)
ELN3003	SOLID STATE DEVICES

W 987 TEXTILE PRODUCTION AND FABRICATION

TEX3007	ADV. WEAVING (CONVEYOR BELT WEAV.)
TEX3001	ADVANCED CARDING
TEX3002	ADVANCED COMBING
TEX3003	ADVANCED DRAWING
TEX3004	ADVANCED ROVING
TEX3005	ADVANCED SPINNING
TEX3006	ADVANCED SPOOLING, WARPING, WINDING
TEX3009	INDUSTRIAL SEWING
TEX3008	LOOM FIXING
TEX3011	POWER SEWING
TEX3012	SEAMING
TEX3019	SEWING MACHINE REPAIR
TEX3013	SHOE REPAIR
TEX3017	TEXTILE FIBER DYEING
TEX3020	TEXTILE INSPECTION AND FOLDING
TEX3010	TEXTILE MACHINE FIXER TRNG.
TEX3018	TEXTILE PRODUCTION AND FINISHING
TEX3016	TEXTILE QUALITY CONTROL
TEX3014	UPHOLSTERY
TEX3015	WEAVING

W 988 WELDING

WLD3001	BRAZING
WLD3002	SOLDERING
WLD3007	WELDING
WLD3004	WELDING, ELECTRIC
WLD3003	WELDING, GAS
WLD3005	WELDING, INERT GAS SHIELD

W 989 PLASTIC AND MINERAL PRODUCTS

CER3002	CERAMIC TILE PRODUCTION
PLA3002	MINERALOGY
PLA3001	PLASTICS AND PROCESSING

W 990 AIRCRAFT MAINTENANCE AND OPERATION

APP3001	CARPENTRY
APP3008	DRAFTING
APP3002	ELECTRICIAN
APP3007	EQUIPMENT OPERATION
APP3006	FUNDAMENTALS OF CONSTRUCTION (ALL TYPES)
APP3003	MASONRY
APP3004	PLUMBING AND PIPEFITTING
APP3005	STRUCTURAL ANALYSIS

W 991 APPRENTICESHIP - METALS AND MANUFACTURING TRADES

APP3104	MACHINIST FUNDAMENTALS
APP3105	MECHANICAL/MAINTENANCE
APP3102	PLASTICS
APP3101	SHEETMETAL FUNDAMENTALS
APP3103	SHEETMETAL LAYOUT AND MATH

W 992 APPRENTICESHIP - PRINTING TRADES

APP3202	PAPER PRODUCTS PROCESSING
APP3201	PRINTING TRADES

W 993 APPRENTICESHIP - SERVICE TRADES

APP3402	FOOD SERVICE
APP3403	HEALTH OCCUPATIONS
APP3401	SERVICE TRADES

W 994 APPRENTICESHIP - PUBLIC UTILITIES TRADES

APP3301	HIGH VOLTAGE CABLE PRACTICES
APP3302	INDUSTRIAL ELECTRIC
APP3303	SWITCHGEAR

W 995 HUMAN RESOURCES DEVELOPMENT

HRD3001	HUMAN RESOURCES DEVELOPMENT

W 996 NEW INDUSTRY TRAINING (NIT)
W 997 EXPANDING INDUSTRY TRAINING (EIT)

Class numbers will be assigned at each institution as follows:

The class prefix NIT will be used for all new industry training programs reported under the extension program code of W 996. The class prefix EIT will be used for all expanding industry training reported under extension program code W997.

The class number will be a four-digit number in the range of 3000-3999. The last three digits of the class number will be derived from the three-digit occupational group numbers as shown on pages xxxvi through xli of the 4th edition of the *Dictionary of Occupational Titles*, 1977. Most class numbers for new expanding industry program will be in the range of 3500 through 3820.

The first two characters of the section number should be a two-letter abbreviation of the same of the industry for which the training should be conducted. The third character shoul be the number or letter of the class section.

W 999 PRE - EMPLOYMENT TRAINING (BASIC)

PRE3601	ADULT DEVELOPMENT ACTIVITY PROGRAM
PRE3602	INTRODUCTION TO VOCATIONS
PRE3603	JOB RELATED EDUCATION
PRE3604	JOB SKILLS DEVELOPMENT
PRE3605	JOB/VOCATIONAL READINESS

PRACTICAL SKILLS COURSE NUMBERS AND TITLES

P 561 HOMEMAKING

HMK3005	BEDSPREAD MAKING
HMK3007	CANNING AND FREEZING
HMK3040	CATERING
HMK3001	CLOTHING CONSTRUCTION
HMK3013	DRAPERY MAKING
HMK3042	FAMILY FINANCIAL PLANNING
HMK3038	LAMP MAKING
HMK3026	LEATHER SEWING
HMK3027	MATTRESS MAKING
HMK3004	NUTRITION/FOOD PREPARATION
HMK3044	PRACTICAL LANDSCAPING AND HORTICULTURE
HMK3031	QUILTING
HMK3002	SEWING
HMK3037	WALLPAPER HANGING

P 964 MISCELLANEOUS

MIC3415	BEEKEEPING
MIC3401	CHAIR CANING
MIC3417	DEFENSIVE DRIVING--CITATION DISMISSAL
MIC3410	DRIVER EDUCATION
MIC3409	FURNITURE REFINISHING/UPHOLSTERY
MIC3402	JEWELRY MAKING
MIC3404	LAPIDARY ART
MIC3407	LEATHERCRAFT
*MIC3412	MOTORCYCLE DRIVER SAFETY
MIC3403	MUSICAL INSTRUMENT CONSTRUCTION & REPAIR
MIC3406	SPORTS OFFICIATING
*MIC3411	TAXIDERMY
MIC3405	WEAVING
MIC3408	WOODCARVING

P 965 MECHANICS AND MAINTENANCE

MEM3521	AUTO MAINTENANCE
MEM3505	BICYCLE REPAIR
MEM3520	CHAINSAW MAINTENANCE AND REPAIR
MEM3506	CLOCK REPAIR
MEM3507	CONSUMER ELECTRONICS
MEM3522	FIBERGLASS REPAIR AND MAINTENANCE
MEM3508	FIREARMS MAINTENANCE
MEM3509	HOME ENERGY CONSERVATION
MEM3525	HOME MAINTENANCE AND REPAIR
MEM3510	HOME MECHANICS - MAJOR APPLIANCE REPAIR
MEM3511	HOME MECHANICS - SMALL APPLIANCE REPAIR
MEM3501	LAWNMOWER MAINTENANCE

P 965 MECHANICS AND MAINTENANCE (CONT.)

MEM3502	MOTOR BIKE REPAIR
MEM3503	OUTBORAD ENGINE MAINTENANCE
MEM3523	PICTURE FRAMING AND MATTING
MEM3517	PRACTICAL WOODWORKING
MEM3528	PRIVATE AIRCRAFT MAINTENANCE
MEM3531	SAIL MAKING AND REPAIR
MEM3504	SMALL ENGINE MAINTENANCE

AVOCATIONAL COURSE NUMBERS AND TITLES

M 401 AVOCATIONAL

AVO2049	ANTIQUE GUNSMITHING
AVO2053	ART OF STORYTELLING
AVO2093	BASIC REAL ESTATE
AVO2031	BASKETWEAVING
AVO2042	BATIK
AVO2054	BOATING AND SEAMANSHIP
AVO2032	BRAIDING
AVO2061	CAKE DECORATING
AVO2055	CALLIGRAPHY
AVO2033	CANDLEMAKING
AVO2056	CANDY MAKING
AVO2064	CARE FOR AGING - FAMILY MEMBERS
AVO2019	CERAMICS
AVO2066	CLOTHING CARE AND CLEANING
AVO2003	CRAFTS
AVO2020	CREATIVE ART
AVO2067	CREWEL EMBROIDERY
AVO2068	CROCHETING
AVO2004	DANCE
AVO2005	DECOUPAGE
AVO2026	DOLL MAKING
AVO2006	DRAWING/SKETCHING
AVO2051	ENAMELING
AVO2021	FIBER/YARN CRAFTS
AVO2038	FIREARMS TRAINING
AVO2072	FLORAL DESIGN
AVO2073	FLOWER ARRAINGING
AVO2074	FLY TIEING
AVO2075	GOLD PROSPECTING
AVO2076	GOLF CLUB REPAIR
AVO2078	HOME AND CAREER MANAGEMENT
AVO2044	HOME BEVERAGE SERVICE
AVO2007	HORSE MANAGEMENT
AVO2097	HOUSE PLANTS
AVO2018	HUNTER SAFETY--CERTIFICATION
AVO2046	HYDROCAL
AVO2008	INSTRUMENTAL MUSIC
AVO2083	INTERIOR DESIGN
AVO2084	INTRODUCTION TO GARDENING
AVO2062	KNITTING
AVO2024	MACRAME
AVO2088	MILLINERY
AVO2052	MINATURE FURNITURE MAKING
AVO2089	MINI FARM PRODUCTION
AVO2009	NEEDLECRAFTS
AVO2050	ORNITHOLOGY
AVO2010	PAINTING
AVO2065	PARTY FOOD PREPARATION

M 401 AVOCATIONAL (CONT.)

AV02047	PERSONAL GROOMING
AV02011	PERSONAL PHOTOGRAPHY
AV02035	POTTERY
AV02104	PREPARED CHILDBIRTH
AV02025	PRINTMAKING
AV02096	ROD AND REEL REPAIR
AV02095	RUG HOOKING
AV02013	SCULPTURE
AV02041	SELF-DEFENSE
AV02098	SHORTWAVE MONITORING
AV02099	SILK FLOWER MAKING
AV02014	SILKSCREEN
AV02037	SMOKING WITHDRAWAL
AV02101	STAGE PRODUCTION AND DESIGN
AV02028	STAINED GLASS
AV02045	STENCILING
AV02059	TRAVEL PLANNING
AV02017	VOCAL MUSIC
AV02034	VOLUNTEER SERVICES
AV02103	WEDDING PLANNING
AV02048	WILDERNESS TRAVEL/SURVIVAL
AV02058	WILDFLOWER IDENTIFICATION
AV02016	WOODWORKING

SELF-SUPPORTING COURSE NUMBERS AND TITLES
(Non-FTE Earning)

R 101 ARCHERY

REC4101 ARCHERY

R 102 BADMINTON

REC4102 BADMINTON

R 103 BASEBALL

REC4103 BASEBALL

R 104 BASKETBALL

REC4104 BASKETBALL

R 105 BICYCLING

REC4105 BICYCLING

R 106 SPORT BOATING

REC4106 SPORT BOATING

R 107 BODY EXERCISE AND WEIGHT CONTROL METHODS

REC4107 BODY EXERCISES & WEIGHT CONTROL METHODS

R 109 DIVING

REC4109 DIVING

R 110 FENCING

REC4110 FENCING

R 111 FOOTBALL

REC4111 FOOTBALL

R 112 GOLF

REC4112 GOLF

R 113 GYMNASTICS

REC4113 GYMNASTICS

R 114 HIKING/CAMPING

REC4114 HIKING/CAMPING

R 115 JUDO

REC4115 JUDO

R 116 JUJITSU

REC4116 JUJITSU

R 117 KARATE

REC4117 KARATE

R 118 LACROSSE

REC4118 LACROSSE

R 119 RIFLE

REC4119 RIFLE

R 120 RUGBY

REC4120 RUGBY

R 121 SAILING

REC4121 SAILING

R 122 SOCCER

REC4122 SOCCER

R 123 SCUBA DIVING

REC4123	SCUBA DIVING

R 124 SKIING

REC4124	SKIING

R 125 SOCIAL DANCING

REC4125	SOCIAL DANCING

R 126 SOFTBALL

REC4126	SOFTBALL

R 127 SWIMMING

REC4127	SWIMMING

R 128 TENNIS

REC4128	TENNIS

R 129 TABLE TENNIS

REC4129	TABLE TENNIS

R 130 TRACK AND FIELD

REC4130	TRACK AND FIELD

R 131 VOLLEYBALL

REC4131	VOLLEYBALL

R 132 BOWLING

REC4132	BOWLING

R 133 EQUESTRIAN TRAINING

REC4133	EQUESTRIAN TRAINING

R 134 FISHING

REC4134 FISHING

R 135 HUNTING

REC4135 HUNTING

R 136 HOT AIR BALLOONING

REC4136 HOT AIR BALLOONING

R 301 BRIDGE

REC4301 BRIDGE

R 302 CANASTA

REC4302 CANASTA

R 303 CHECKERS

REC4303 CHECKERS

R 304 CHESS

REC4304 CHESS

R 305 DOMINOES

REC4305 DOMINOES

R 306 ROOK

REC4306 ROOK

R 307 RUMMY

REC4307 RUMMY

R 308 PINOCHLE

REC4308 PINOCHLE

R 501 COIN COLLECTING

REC4501 COIN COLLECTING

R 502 HOUSE PETS

REC4502 HOUSE PETS

R 503 ROCK COLLECTING

REC4503 ROCK COLLECTING

R 504 STAMP COLLECTING

REC4504 STAMP COLLECTING

R 701 SEMINARS

REC4701 SEMINARS

*NEW COURSES ADDED TO THE SYSTEM